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ABSTRACT

The 1997 Child Care Center Licensing Study contains an update of information compiled in 1991 by the Children's Foundation. The data was obtained from the central regulatory office of each of the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. The study is organized in alphabetical order by states and territories. The requirements, regulations and policies pertaining to child day care centers in each field are divided into 26 categories: definition and number of regulated programs, requirements, regulations, unannounced inspection policy, complaint procedure, staff qualifications, staff prescreening, staff training, child documentation policy, child immunization policy, discipline policy, emergency medical consent policy, environmental policy, smoking policy, swimming pool policy, transportation policy, infant care programs, overnight care programs, school age care programs, sick child care programs, subsidized child care programs, programs for children with disabilities, national life safety fire code, child abuse and neglect, local contact, and new or pending legislation. The 1997 study shows a 4 percent increase in the number of regulated child care centers since 1996, and a more than 12 percent increase from the first study published in 1991. A question and answer summary reflects the questions asked most often. Included are definitions of terms and a list of the regulatory offices for each state or territory. (WJC)

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1997 Child Care Center Licensing Study

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1997 CHILD CARE CENTER LICENSING STUDY

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Much of the final compilation of data was done by Barika Toatley, Jenna Levy and Lauren Knutowicz, University of Virginia Externs; also chart design is by Sarah Witham, Wheaton College Intern (MA) and Lauren Knutowicz.

Sandra Gellert supervised the work of this year's update and prepared final copy for publication.

METHODOLOGY

The *1997 Study* is an update of the information initially compiled by The Children's Foundation in 1991. The data was obtained from the central regulatory office of each of the 50 states, District of Columbia, Puerto Rico, and Virgin Islands. All information in it was provided to The Children's Foundation by an individual in each of these offices.

The regulatory offices were asked to review all the data as it appeared in last year's *Study*, update or change the information, and add any new information in existing categories. The Children's Foundation includes new supplemental questions that are developed from requests for information received by CF during the year.

The initial mailing to the regulatory offices took place in October 1996. A follow up mailing by fax took place in December 1996. After the new data was gathered and compiled, proof sheets were sent back to the regulatory offices for confirmation and re-verification in January 1997.

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The 1997 Child Care Center Licensing Study is available from The Children's Foundation, 725 Fifteenth Street, NW, Suite 505, Washington, DC 20005-2109: **$34.50** (includes shipping; purchase orders or prepaid in US funds).

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INTRODUCTION

The 1997 Child Care Center Licensing Study contains the results of a survey of the regulatory offices of the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. Two asterisks (**) after the name of the state or territory indicates that the information was not updated by press date.

The information contained in this *Study* is organized in alphabetical order by the state or territory. The licensing and regulatory data for each entity is then divided into 26 categories.

* *Number and Definition of Regulatory Programs* * *Requirements*
* *Regulations* * *Unannounced Inspection Policy* * *Complaint Procedure*
* *Staff Qualifications* * *Staff Prescreening* * *Staff Training*
* *Child Documentation Policy* * *Child Immunization Policy* * *Discipline Policy*
* *Emergency Medical Consent Policy* * *Environmental Policy* * *Smoking Policy*
* *Swimming Pool Policy* * *Transportation Policy* * *Infant Care Programs*
* *Overnight Care Programs* * *School Age Care Programs*
* *Sick Child Care Programs* * *Subsidized Child Care Programs*
* *Programs for Children with Disabilities* * *National Life Safety Fire Code*
* *Child Abuse and Neglect* * *Local Contact* * *New or Pending Legislation*

No new categories were added this year, but data on group size delineation, physical security of the facility, and the significance of welfare reform can be found in the current categories.

There is no uniform way in which these states and/or territories regulate child care centers, preschools, nursery schools, prekindergartens, and/or religiously affiliated centers. The only common thread is that all of states and/or territories require child care centers to be regulated through "licensure" (PA "certification"), or "registration."

At the beginning of this publication is the Definition of Terms. This is followed by the Question and Answer Summary, which assists the reader in finding the "most often asked information." For clarification and specificity, however, the user should read the data for a particular category in each state and/or territory. At the end there is a complete list of all state/territory regulatory offices in alphabetical order. These are the offices that provided the data contained in this *Study*.

The Children's Foundation welcomes and always appreciates comments or suggestions from our readers. If there is a specific piece of information that you are researching, send us a note detailing the information. We will try to include it in the next year's edition.

Kay Hollestelle
Executive Director

DEFINITION OF TERMS

These definitions are used by The Children's Foundation for this study. We have tried to be as precise as possible, but variations exist among the states and territories. Please refer to the specific state or territory for additional explanation, or write to them to secure a complete set of their regulations, including definitions.

ADA - The Americans with Disabilities Act of 1990.

CERTIFIED - see "licensing."

CHILD CARE CENTER - full or part time care for groups of children in a non-residential setting.

INFANT - a child birth to one year, but in some states/territories a child birth to 11 months, 15 months, or 18 months.

"INFANT ONLY" PROGRAM - a child care center which provides care to only infants; age varies among states/territories.

IN-SERVICE TRAINING - education required on a periodic time table (usually annually) of child care center directors, teaching and other staff while working in the child care center.

LICENSING - granting of formal permission by a designated state and/or local agency to an individual or legal entity to operate a child day care facility. The state/local agency has the authority to ensure that standards are being met, set procedures for revoking a license and provide appeal mechanisms. The purpose of licensing is to protect vulnerable consumers by setting a minimum floor for reasonably safe service [referred to as "certified" in PA].

NATIONAL LIFE SAFETY FIRE CODE - prescribes regulations consistent with nationally recognized good practice for the safeguarding to a reasonable degree of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use of occupancy of buildings or premises.

OVERNIGHT CARE PROGRAMS - a child care program which offers its services to families 24 hours a day, but in which a child is not in care more than 23 hours in one 24 hour period.

PRE-SERVICE TRAINING - education and/or combination of education and experience required of child care center directors, teaching and other staff prior to being hired to work in a child care center.

PRESCHOOLER - a child 3 and 4 years of age.

REGULATED CHILD CARE - child care that is required to comply with established state and/or local codes.

SCHOOL AGE - generally divided into two categories: a child 5-6 years of age (kindergarten) and a child 6-13 years of age.

SCHOOL AGE PROGRAM - a child care center which offers care to children before and/or after school, including before and/or after kindergarten.

SICK CHILD CARE PROGRAM - a child care center which offers care to mildly ill children.

STAFF - individuals employed at a child care center, which may include the director or administrator, assistant director, training or education coordinator, head or lead teacher, program director, assistant teachers, aides, secretaries, kitchen and maintenance personnel.

TODDLER - generally divided into two categories: a child 1-2 years of age (young toddler) and a child 2-3 years of age (older toddler).

REFERENCE

Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, American Public Health Association, Washington, DC and American Academy of Pediatrics, Elk Grove, IL, 1992.

QUESTION AND ANSWER SUMMARY

Answers to the questions most frequently asked to The Children's Foundation are presented below. We recommend, however, that the reader refer to the specific state or territory for more clarification.

Q - How many regulated child care centers are in the 50 States, District of Columbia, Puerto Rico and Virgin Islands?

A - There are **97,046** regulated child care centers. All are licensed [PA certified] except for 315 SC registered centers. This represents a more than a **4% increase** from data reported in the *1996 Study* and more than a **12% increase** from the first *Study* published in 1991 by The Children's Foundation.

Number of Regulated Child Care Centers by State or Territory

State/Territory	#	State/Territory	#
Alabama	1,335	Nebraska	707
Alaska	227	Nevada	405
Arizona	1,483	New Hampshire	790
Arkansas	1,855	New Jersey	3,000
California	12,773	New Mexico	600
Colorado	2,291	New York	2,689
Connecticut	1,640	North Carolina	3,551
Delaware	246	North Dakota	89
District of Columbia	356	Ohio	3,713
Florida	5,742	Oklahoma	1,768
Georgia	2,119	Oregon	933
Hawaii	519	Pennsylvania	3,281
Idaho	462	Puerto Rico	363
Illinois	2,725	Rhode Island	315
Indiana	652	South Carolina	1,657
Iowa	1,559	South Dakota	143
Kansas	1,362	Tennessee	2,741
Kentucky	1,888	Texas	7,445
Louisiana	1,826	Utah	320
Maine	606	Vermont	500
Maryland	2,077	Virgin Islands	176
Massachusetts	2,169	Virginia	2,278
Michigan	4,465	Washington	1,734
Minnesota	1,487	West Virginia	300
Mississippi	1,546	Wisconsin	2,229
Missouri	1,435	Wyoming	223
Montana	251	**Total**	**97,046**

Q - The definition of regulated child care varies from state to state and territory. How are these programs defined?

A - 30 [56.6%] states and/or territories, the documented number of regulated child care centers includes nursery schools, preschools, prekindergartens & religiously affiliated centers: **AR, AZ, CA, CO, CT, DC, DE, HI, KS, KY, LA, MA, MD, MI, MN, MS, NC, NH, NJ, NM, NV, NY, OH, PR, SC, SD, VI, VT, WI** (exempts centers regulated by local private education system) and **WY**.

2 [3.8%] states and/or territories, the documented number of regulated child care centers excludes nursery schools, preschools, prekindergartens & religiously affiliated centers: **MO** and **WV**.

2 [3.8%] states and/or territories, the documented number of regulated child care centers includes nursery schools, preschools & prekindergartens, but excludes religiously affiliated centers (religiously affiliated may choose to be regulated voluntarily): **AL** and **VA**.

11 [20.7%] states and/or territories, the documented number of regulated child care centers includes religiously affiliated centers, but excludes nursery schools, preschools and prekindergartens: **ID, ME, MT, ND, NE, OK, OR, PA, RI, TX,** and **WA**.

8 [15.9%] states and/or territories have other variations in the definitions: **AK** (excludes preschools; provided no data about religiously affiliated), **FL** (excludes those regulated by FL Department of Education and religiously affiliated), **GA** (programs operated by the Office of School Readiness may not be licensed), **IA** (exempts programs operated by public schools and religiously affiliated), **IL** (exempts public/private school programs serving children 3 and over), **IN** (private school programs exempt, religiously affiliated are registered, nursery schools, preschools and prekindergartens are excluded), **TN** (exempts religiously affiliated and programs regulated by the TN Department of Education), **UT** (excludes religiously affiliated and programs regulated by the UT Department of Education).

Q - How many and what states and/or territories charge a fee for licensing?

A - 23 [43.4%] states and/or territories - no fee: **AK, AL, DE, GA, HI, IA, IL, IN, MD, MO, MT, NC, NH, NY, OK, PA, PR, RI, SC, SD, VT, WV,** and **WY**.

21 [39.6%] states and/or territories, fee varies depending upon the number of children cared for in the center: **AR, CA, CO, FL, KS, LA, MA, MI, MN, MS, ND, NE, NJ, NV, OR, TN, TX, UT, VA, WA,** and **WI**.

9 [17.0%] states and/or territories, fee is fixed: **AZ, CT, DC, ID, KY, ME, NM, OH,** and **VI**.

Q - How many and what states and/or territories renew child care center licenses annually, every 2 years, or every 3 years?

A - 25 [47.2%] states and/or territories required annual license renewal: **DC, DE, FL, GA, HI, IA, KS, KY, LA, MD, ME, MS, MT, NC, NM, NV, OR, PA, RI, SD, TN, UT, VI, VT,** and **WY.**

19 [36%] states and/or territories, license renewal is required every 2 years: **AK, AL, AR, CT, ID, IL, IN, MA, MI, MN, MO, NE, NY, OH, OK, PR, SC, WI,** and **WV.**

4 [7.5%] states and/or territories, license renewal is required every 3 years: **AZ, NH, NJ,** and **WA.**

5 [9.4%] states and/or territories with variations: **CA** (perpetual), **CO** (permanent), **ND** (1 and 2 year licenses), **TX** (non-expiring) and **VA** (1-3 year licenses).

Q - How many and what states and/or territories required centers to be tested for the presence of asbestos, lead, radon or other material as a condition of licensure?

A - 16 [30.2%] states and/or territories require testing for the presence of asbestos, lead and/or radon: **AZ** (lead, asbestos, and oil), **CT, DC, DE, MA, MD, ME** (begins 1998), **MO, NH, NJ, PR, RI, SC, VA** (asbestos if facility was built before 1978), **VT,** and **WI** (water tested for presence of lead).

33 [62.3%] states and/or territories do not require testing: **AL, AR, AK, CA, CO, FL, GA, HI, IA, ID, IN, KS, KY, MI, MN, MS, MT, NC, ND, NE, NM, NV, OH, OK, OR, PA, SD, TN, TX, UT, VI, WA,** and **WY.**

4 [7.5%] provided no information: **IL, LA, NY,** and **WV.**

Q - How many and what states and/or territories address the physical security of a child care center?

A - 6 [11.3%] states and/or territories minimally address the physical security of a child care center: **CO, IA, IL, MS** (pending legislation), **OK** and **PR.**

47 [88.7%] states and/or territories do not address this issue at the State level.

Q - How many and under what circumstances do child care centers receive unannounced inspection visits from the licensing agency?

A - 7 [13.2%] states and/or territories, all inspection visits are unannounced: **CT, GA, LA, ME, NJ, NM,** and **PR.**

18 [34.0%] states and/or territories, unannounced inspection visits at least annually and upon compliant: **AL, AZ, CA, DC, IL, KS, KY, MA, MO, MT, NC, NE, OH, OR, TN, TX, VA,** and **WY.**

9 [17.0%] states and/or territories, unannounced inspection visits 2-4 times per year: **AR, FL, IN, OK, RI, UT, VI, VT,** and **WI.**

9 [17.0%] states and/or territories unannounced inspection visits only take place when a complaint has been filed: **AK, DE, HI, MD** (and at new licensing), **MI, MS, SD, WA,** and **WV.**

9 [17.0%] states and/or territories unannounced inspection visits can occur variously: **IA** and **ND** (some are unannounced), **MN** (licensing review, complaints, and reinspections), **NH** (1 every 3 years), **CO, NV, NY, PA** (randomly and upon complaint), and **SC** (all except renewal).

1 [1.9%] state has no unannounced inspections/visits: **ID.**

Q - According to the guidelines for staff/child ratios in Caring for Our Children: National Health and Safety Standards, how many and what states and/or territories meet (or come close to meeting) these recommendations? [In each age category that follows, all other states and/or territories do not meet the recommended staff/child ratios.]

A - INFANTS BIRTH to 1 YEAR [recommendation 1:3]:

4 [7.5%] states and/or territories have a 1:3 ratio: **HI, KS, MA,** and **MD.**

29 [54.7%] states and/or territories have a 1:4 ratio: **CA, CT, DC, DE, FL, IA, IL, IN, ME, MI, MN, MO, MT, ND, NE, NH, NJ, NY, OK, OR, PA, PR, RI, UT, VA, VT, WA, WI,** and **WV.**

1 [1.9%] state has a 1:3-5 ratio: **MS.**

YOUNG TODDLERS 1-2 YEARS of AGE [recommendation 1:3]:

1 [1.9%] state and/or territory has a 1:3 ratio: **MD.**

15 [28.3%] states and/or territories have a 1:4 ratio: **CA, CT, DC, HI, IA, MA, MI, ND, NY, OR, PR, VT, WA, WI,** and **WV.**

OLDER TODDLERS 2-3 YEARS of AGE [recommendation 1:4-5]:

6 [11.3%] states and/or territories have a 1:4 ratio: **CA, CT, DC, MA, OR,** and **PR.**

5 [9.4%] states and/or territories have a 1:5 ratio: **IN, ND, NY, SD,** and **VT.**

PRESCHOOLERS 3-5 YEARS of AGE [recommendation 1:7 for younger preschoolers and 1:8 for older ones]:

1 [1.9%] state and/or territory has a 1:6-7 ratio: **NY.**

SCHOOLAGERS 6-12 YEARS of AGE [recommendation 1:10 for ages 6-8 years and 1:12 for ages 9-12 years]:

6 [11.3%] states and/or territories have a 1:10-12 ratio: **CT, ME, NY, PA, PR,** and **VI.**

Q - How many and what states and/or territories permit a change in the staff/child ratios during naptime? [NOTE: states and/or territories which permit change, also require the remainder of staff be on the premises within calling distance.]

A - 32 [60.4%] states and/or territories do not change: **AK, AZ, CO, CT, DC, DE, FL, HI, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO** (director may be counted), **MS, MT, ND, NH, NM, NV, NY, OK, PR, SD, VI, VT, WA,** and **WY.**

6 [11.3%] allow a 50% increase in the number of children per staff, other than infants, while children are asleep: **AL, AR, PA, TN, TX,** and **VA.**

4 [7.5%] allow a 50% increase in the number of children per staff while children are asleep: **CA, IL, OH,** and **UT.**

3 [5.7%] permits only one adult in each nap room while all children are asleep: **IA, NE,** and **OR.**

2 [1.9%] states permits only one adult in each nap room while all children are asleep if children are over two: **NC** and **WV.**

1 [1.9%] state allows a 50% increase in the number of children per staff for children 3 years of age and up: **GA.**

1 [1.9%] state permits a ratio of one adult in each nap room per 10 children under 2 1/2 while all children are asleep: **NJ.**

1 [1.9%] state permits less staff, but no guidelines provided: **RI.**

1 [1.9%] state permits the use of other staff (cooks, drivers, secretaries) to fill in for child care workers: **WI.**

1 [1.9%] state permits a slight increase: **SC**.

1 [1.9%] state has no ratios: **ID**.

Q - How many and what states and/or territories have "infant only" child care centers?

A - 25 [47.2%] states and/or territories have "infant only" centers: **AR, AZ, CA, CO, CT, GA, HI, KY, MA, MD, MI, MO, MT, NC, ND, NE, NJ, NV, NY, OH, OR, SC, SD, VA,** and **WI**.

Q - What states and/or territories have group size delineations for children birth to 3 years?

A - 34 [64.1%] states and/or territories have group size delineations: **AL, CO, CT, DC, GA, HI, IL, IN, KS, KY, LA, MA, MD, ME, MN, MO, MS, NC, NH, NJ, NY, OH, OK, OR, PA, RI, SD, TN, TX, UT, VI, VT, WA,** and **WI**, as follows:

Maximum Group Size - Birth to 12 Months:

(8) - HI, MN, OK(birth-9mos), WA
(9) - KS
(10) - KY, NC
(12) - GA, LA, ME, NH, OH
(14) - TX(Birth-11mos)

Maximum Group Size - Birth to 18 Months:

(6) - AL
(7) - MA(birth-15mos)
(8) - NY, RI
(10) - TN(birth-15mos)
(12) - GA(not walking)

- Other:

(8) - OR(birth-2 1/2yrs), PA(infants), UT(infants), WI(birth-2 yrs)
(9/10) - MS(infants-2 yrs)
(10) - CO(infants)
(12) - IL(infants), OH(infants)
(14) - IL(infants and toddlers)

Maximum Group Size - 1 to 2 year olds:

(10) - IN
(12) - HI, KY, NC, OK(10-23 mos)
(14) - MN, TX, WA
(15) - NH
(16) - GA(1yr walking), LA
(20) - CO

- Other:

(8) - AL(18-30mos), WI(birth-2yrs)
(9) - MA(15-33mos)
(10) - IN(toddlers), KS(12-30mos), MS(birth-2yrs), PA(young toddlers), RI(18-36mos)
(10/12) - NY(18-36mos)
(12) - HI(18-36mos)
(14) - TN(12-30mos)
(15) - IL(toddlers), ME(12/15-33/36mos)
(16) - OH(toddlers)

Maximum Group Size - 2 to 3 year olds:

(8) - DC(2-2 1/2yr)
(12) - HI, LA, MD, WI(2-2 1/2yr)
(12/14) - MS(2-4yrs)
(14) - KS, MN, WA(24-29mos)
(15) - IN, ME(2-2 1/2yr)
(16) - DC(2 1/2-3yr), IL, ND, OK, TN, WI(2 1/2-3yr)
(18) - NH
(20) - GA, KY, NC, NJ, WA(30-36mos)
(28) - CO
(35) - TX

- Other:

(8) - CT(under 3 yrs), VI(2-6yrs)
(9) - MA(mixed I/T)
(12) - PA(older toddlers)
(14) - MS(2-4yrs)
(16) - OH(toddlers)
(20) - KS(2 1/2-6yr), NJ(birth-5yrs), SD(birth-5yrs)
(24) - PR
(25) - UT, WA(30mos-5yrs)

No Information Provided: MO, VT

19 [35.8%] states and/or territories have no group size delineations: **AK, AR, AZ, CA, DE, FL, IA, ID, MI, MT, ND, NE, NM, NV, PR, SC, VA, WV,** and **WY.**

Q - How many and what states and/or territories have "overnight" child care centers?

A - 34 [64.1%] states and/or territories have "evening and/or overnight" centers: AL, AR, AZ, CA, CO, CT, FL, GA, ID, IN, KS, KY, MD, ME, MI, MO, MS, MT, NC, ND, NE, NJ, NM, NV, OH, OK, SC, SD, TN, TX, VA, VI, WA, and WY.

Q - Which states and/or territories have <u>pre-service</u> training requirements for staff?

A -

Type/Amount	Center Directors or Administrators	Head/Lead Teacher or Program Director
Combination of Education and Experience required	AK, AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, IA, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV, WY	AL, AZ, CA, CO, CT, DC, DE, FL, GA, HI, IN, KS, MA, MD, ME, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NV, NY, OR, PA, PR, RI, SC, SD, TX, VA, VT
Special: i=infant t=toddler s=sick/mildly ill d=disability	NV(i,t,s,d)	CA(i,s), DE(s,d) HI(i,s), MA(i,t) VA(d)
Orientation	OK, TN	GA, KY, OK, SC, TN, TX
None	VI	AK, AR, IA, ID, KY, LA, MI, NM, OH, OK, UT, WA, WI, WV, WY

Continued: pre-service training requirements for staff?

Type/Amount	Other Teaching Staff	Other Staff: Dieticians, Aides, Volunteers, Food and Administrative Staff
Combination of Education and Experience Required	AZ, CA, CO, DC, DE, FL, HI, IN, KS, MD, MN, MO, MS, MT, ND, NE, NH, NV, NY, OR, PA, RI, SC, TX, VA, VT, WI	AL, AR, AZ, DC, DE, IN (aides), KS (aides), MO, MS, MT (aides), NE (aides), PA, RI (nurse)
Special: i=infant t=toddler s=sick/mildly ill d=disability	CA(i,s), CO(i,t), DE(d,s), HI(i,s), MA(i,t), MD(i,t) VA(d), WI(i,t) WV(i,t), WY(i)	CO(i,t) - aides only CT - dietician RI(i,t) - nurse
Orientation	GA, KY, LA, MA, OK, SC, TN, TX, WI	GA(aides), KY, MN, OK, SC, TN, TX, WA, WI
None	AK, AL, AR, IA, ID, IL, KY, LA, MD, ME, MI, NC, NM, NJ, OH, OK, PR, SD, UT, VI, WA, WV, WY	AK, AL, AR, CA, CO, CT, FL, HI, IA, ID, IL, KY, LA, MA, MD, ME, MI, NC, ND, NH, NJ, NM, NV, NY, OH, OK, OR, PR, SC, SD, TX, UT, VA, VI, VT, WA, WI, WV, WY

Q - How many and what states and/or territories require CPR and/or first aid as a separate requirement for staff?

A - 23 [43.4%] states and/or territories require CPR and/or first aid: AR, CA, CO, CT, DC, GA, IN, KS, MA, MS, MT, NM, NV, PA, PR, SC, SD, TX, UT, VA, WA, WV, and WY.

28 [52.8%] states and/or territories do not specifically require CPR and/or first aid: AK, AL, AZ, DE, FL, HI, IA, ID, IL, KY, LA, MD, ME, MI, MO, NC, ND, NE, NJ, NY, OH, OK, OR, RI, TN, VI, VT, and WI.

2 [3.8%] states and/or territories - no information was provided MN and NH.

Q-Which states and/or territories have <u>in-service</u> training requirements for staff?

A -

Hours (annual unless otherwise noted)	All Teaching Staff	Director/ Administrator	Lead/Head Teacher or Program Director
1-3	NV(3)	NV(3)	MD(3)
4-6	AL(4), CO(6), ID(4) PA(6), TN(6), VT(6)	MD(6), KS(6) PA(6)	
7-12	AR(10), AZ(12) FL(8), GA(10) IA(10 1st yr, 6 after), KS(10) IN(12), KY(12) LA(12), MO(12) MT(8), ND(10), NE(12), OK(12) VA(8), WY(8)	MO(12), MT(8) ND(10), NE(12) TN(12), VA(8) VT(9), WY(8)	AL(8) KS(10)
15-25	AK(15), DE(15) IL(15), MA(20) MS(15), NM(24) NY(15 - 2 yrs) OH(15, max 45) OR(15), SC(15) SD(20), TX(15) UT(40 1st yr, 20 after) WI(25), VT(30)	IL(15), KS(15) MS(15), NM(24) NY(15 - 2 yrs) OH(15, max 45) OK(20), OR(15) SC(20), SD(20) TX(20), UT(40 1st yr, 20 after) WI(25)	WI(25)
Based on # hours worked	CT(1%), ME(24 > 20 hrs/wk, 12 < 20 hrs/wk, MN(2%)		
# hours not defined	NC, NJ, RI, VI, WA, WV		
Special: i=infants t=toddlers s=sick care d=disability	IL(d), NJ(s) VI(d), VT(i,t)		
None	CA, DC, HI, MI, NH, PR	CA, DC, HI, MI, NH, PR	

Q - How many and what states and/or territories require measles and/or Hib immunizations for child care center staff?

A - 42 [79.2%] do not specifically require staff to have either measles or Hib immunizations: **AK, AL, AR, CA, CO, CT, DC, DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, MI, MN, MO, NC, ND, NE, NH, NJ, NV, NY, OK, OR, PA, SD, TN, TX, UT, VA, VT, WA, WI, WV,** and **WY**.

7 [13.2%] measles is required for staff, but Hib is not required: **AZ, MA, ME, MS, MT, OH,** and **RI**.

1 [1.9%] measles and Hib are required: **PR**.

3 [5.7%] - no information provided: **NM, SC,** and **VI**.

Q - In light of the recent resurgence of tuberculosis across the United States, how many and what states and/or territories require a TB screening as a condition of employment in a child care center?

A - 39 [73.6%] states and/or territories require a TB screening as a condition of employment: **AL** (initially only), **AR, AZ, CA, CO, CT, DC, DE, FL, HI** (every 2 years), **IL, IN, KS, KY, LA, MA, MI, MO, MT, NC, NH, NJ, NM, NV** (every 2 years), **NY, OH, OK, PA, RI, SC, SD, TN, UT, VA** (every 2 years), **VI, WA, WI, WV,** and **WY** (every 2 years).

13 [24.5%] states and/or territories do not require TB screening for child care center staff: **AK, GA, IA, ID, MD, ME, MN, ND, NE, OR, PR, TX,** and **VT**.

1 [1.9%] state permits the center to set policy regarding TB screening, but is considering returning to a statewide requirement: **MS**.

Q - How many and what states and/or territories have a policy regarding smoking in a licensed/certified child care center?

A - 34 [64.1%] states and/or territories prohibit smoking at a child care facility: **AK, AR, AZ, CA, CO, DE, FL, GA, HI, IL, IN, KS, MD, ME, MI, MN, MO** (passed but not yet implemented), **MS, MT, ND, NE, NH, NM, NY, OH, OK, PA, RI, TX, UT, VI, VT, WA,** and **WI**.

14 [26.4%] states and/or territories permit smoking in designated areas only: **AL, CT, IA, KY, MA, NC, NJ, NV, OR, PR, SC, SD, TN,** and **VA**.

1 [1.9%] state has a varied smoking policy based on whether it is a Class A or Class B center: **LA**.

4 [7.5%] states and/or territories permit smoking: **DC, ID, WV,** and **WY**.

ALABAMA (AL)

Information
Supplied by: Frances Arnold, Assistant Director
Family and Children's Services
DHS, Office of Day Care and Child
Development
50 Ripley Street
Montgomery, AL 36130
PHONE: (334) 242-1425
FAX: (334) 242-0939

Number and Definitions of Regulated Programs

-1,335 licensed centers.
-Nursery schools, prekindergartens operating longer than four hours a day and not operated by public schools are subject to licensure; religiously affiliated facilities are exempt, but have the option of being licensed.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no license fee.
-Written fire and health department approvals required.
-General or professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 32 sq. ft.; outdoor - 60 sq. ft. (over age 2 1/2); 50 sq. ft. (under age 2 1/2).
-Staff/child ratios: 3 weeks - 18 months (1:6); 18 months - 2 1/2 years (1:8); 2 1/2 - 4 years (1:12); 4-6 years (1:20); 6-8 years (1:22); 8 years and older (1:25).
-Naptime staff/child ratios: 3 weeks - 18 months (1:6); 18 months - 2 1/2 years (1:16); 2 1/2 years and older (1:40).
-Group size delineations: 3 weeks - 18 months (group size - 6); 18 months - 2 1/2 years (group size - 8); 2 1/2 - 4 years (group size - 12); 4-6 years (group size - 20); 6-8 years (group size 22); and 8 years and older (group size 22).

Unannounced Inspection Policy

-Renewal, annual and complaint inspections are unannounced.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depends on situation.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are prioritized and investigated.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 19; younger staff can work but may not be counted in child/staff ratio.
-Compliance with ADA in staff hiring is in the process of being reviewed and, if necessary, corrected, by the ADA coordinator for the state. Most centers have published notices that they are equal opportunity employers.

Staff Prescreening

-Staff required to have a medical examination once every 4 years; no recent changes in the TB screening policy; TB skin test required once initially.
-Service is offered for child abuse clearance, but is not required.
-Not required - fingerprinting, criminal records background check, chest x-ray, AIDS test, Hib and measles immunizations, and drug and alcohol tests.
-Self-disclosure required for criminal records.
-Conditional hiring prior to results of prescreening not allowed.
-3 written references from non-relatives, including at least one previous employer, required for center staff.

Staff Training

-Preservice education and experience required for center directors and program directors; high school diploma or GED required for teachers; cook and service staff must be able to read and write; all required to participate in center orientation.
-Program directors must obtain at least 8 clock hours of training each year; child care workers must obtain at least 4 clock hours of training each year; service staff shall obtain at least 2 clock hours of training each year.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-CPR/ first aid is not a separate preservice and/or in-service training requirement.

Child Documentation Policy

-Center must keep specific information on each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children are required to be immunized according to the schedule prescribed by the State Health Department; includes Hib.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are <u>not</u> required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is permitted only in designated areas, away from the children, food storage, and food preparation.

Swimming Pool Policy
-Guidelines for swimming pools include: fence, locked gate, lifeguard and Red Cross lifesaving certificate.
-Child/staff ratio is affected: More staff is required.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-No separate regulations.
-No centers provide care to "infants only."

Overnight Care Programs
-Special requirements include: bathing facilities, staff, and sleeping accommodations.
-46 licensed for nighttime care (includes evening and overnight).

School Age Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Frances Arnold, DHR, 50 Ripley Street, Montgomery, AL 36130; phone (334) 242-1425.

Programs for Children with Disabilities
-Separate regulations exist.
-Compliance with ADA in providing services to children involves trying to establish training for providers to help them understand the requirements of Title 3.

National Life Safety Fire Code
-Has been adopted by state.

Child Abuse and Neglect
-Contact any Sheriff's Dept. or any County DHR office.

Local Contact
-Geneva Hogan
Mobile County Department of Human Resources
P.O. Box 1906
Mobile, AL. 36633-1906

-Delores Hubbert
Madison County Dept. of Human Resources
2206 Oakwood Avenue, N.W.
Huntsville, AL. 35810-4499

New or Pending Legislation

-Revisions of regulations are in progress.
-No expected changes in regulations due to passage of welfare reform legislation.

ALASKA (AK)

Information
Supplied by: Jeanie Henry
Division of Family & Youth Services
P.O. Box 110630
Juneau, AK 99811-0630
PHONE: (907) 465-3207
FAX: (907) 465-3397

Definition and Number of Regulated Programs
-227 licensed day care centers [123 by the State of Alaska; 104 by the Municipality of Anchorage (contact: Martha Anderson, 907-343-4676, fax: 907-343-6584)].
-Nursery schools, prekindergartens centers are included in this number; preschools are certified by the AK Dept. of Education and are not included in this number.

Requirements
-License required; preapproval inspections required.
-Licenses are renewed every two years; no license fee.
-Fire safety and sanitation inspections required biennially.
-General and/or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers - 1:6; preschool - 1:10; kindergarten - 1:15; schoolage - 1:20; mixed age groups - ratio for youngest child applies.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: None.
-Centers must have at least one caregiver on duty at all times with current CPR and first aid training.

Unannounced Inspection Policy
-Centers may receive unannounced inspections at anytime, usually this happens in the case of a complaint or when licensing staff has reason to believe center is not complying with regulations/law.

Complaint Procedure
-If well being of a child is in jeopardy, center may be closed immediately.
-Noncompliance situations where children are not in jeopardy require only a warning.
-Length of time center has to come into compliance is variable.
-Resource and referral agencies, as well as Day Care Assistance administrators, are notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for administrator is 21; minimum age requirement for caregivers is 18.
-No information available regarding ADA in staff hiring.

Staff Prescreening

-Recent change in TB screening policy: as of 1/1/96 TB testing of personnel will not be required - State Department of Public Health think they have other adequate means of TB control.
-Medical examination may be required upon request; child abuse clearance is required; criminal background check required for all administrators and all adult occupants of facilities.
-Not required - AIDS test, Hib and measles immunizations, drug and alcohol tests.
-No administrator or caregiver may be under indictment for or convicted within the previous 10 years of a felony, crime of assault, reckless endangerment, contributing to the delinquency of a minor, misconduct involving a controlled substance, or unsworn falsification, as defined in AS.11 or laws of another jurisdiction, or a sex crime as defined in AS.12.62.035.
-Administrators or caregivers may never have been convicted of or be under indictment for sex crimes.
-Conditional hiring prior to results of prescreening not allowed.
-3 written references including 2 from non-relatives and including 1 from a previous supervisor required for administrator; 3 written references including 2 from non-relatives required for caregivers.

Staff Training

-12 hours college level credit in early childhood education required for center directors in centers licensed for 25 or more children; no requirements for lead/head teachers, assistant teachers, teacher aides or dietician and kitchen staff.
-15 hours annual in-service training required for center staff.
-No special training required for infant care, special needs care, sick child care, or drop in care.

Child Documentation Policy

-Center must have on each enrolled child: emergency record card; record of immunizations; must keep daily attendance record.
-No provision for screening children for blood lead level prior to acceptance in licensed child care programs.

Child Immunization Policy

-Enrolled children must be immunized.
-Enrolled children not required to have the Hib immunization.

Discipline Policy

-No form of corporal punishment may be used on newborns, infants, and children with special needs; only with prior written parental permission may controlled hand spankings with the open hand be used, when appropriate, with: a) no more than one slap on the clothed buttocks of a toddler; and b) no more than three slaps on the clothed buttocks of a preschooler or older child; and c) no other form of corporal punishment may be used.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure; although testing is not automatically done, if a problem is suspected, the Department of Environmental Conservation does inspect.
-There is no state financial assistance for the inspection and remediation of child care facilities for lead, asbestos or radon.

Smoking Policy
-Smoking is prohibited in centers at any time.

Swimming Pool Policy
-No guidelines for the use of swimming pools by child care centers.

Transportation Policy
-Requirements concerning the transportation of children exist.

Infant Care Programs
-No separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No overnight care programs in centers.

School Age Care Programs
-Care will supplement child's school activities, providing change of pace and interest between school and child care program; freedom appropriate to the age of the child and opportunities for self-reliance and social responsibility; separate space, equipment, and supplies for the school age children if their presence infringes on the required space, equipment, and supplies for younger children; opportunities for school-age children to participate in the selection and planning of their own activities.

Sick Child Care Programs
-A facility that cares for a mildly ill child shall arrange a plan of care with the parent and provide a place where, under adult supervision, the child may rest or play quietly apart from other children.

Subsidized Child Care Programs
-Is available; contact Alaska Dept. of Community and Regional Affairs, Child Care Programs, 333 W. 4th Ave., Suite 220, Anchorage, AK 99501-2341: (907) 269-4670).

Programs for Children with Disabilities
-Staff orientation must include training in care of specific children with disabilities; before admission of child with a special need, there must be discussion with parent; mainstreaming of children required per ADA.

National Life Safety Fire Code
-An adaptation is used; Uniform Fire Code and Uniform Building Code.

Child Abuse and Neglect
-Call 1-800-478-4444, or call the nearest office of AK Division of Family and Youth Services.

Local Contact
-Southeast Regional Offices
Wildmeadow Bldg., Ste 305
10002 Glacier Highway
Juneau, AK 99801
(907) 790-3221

-Southcentral Regional Offices
550 West 8th Ave., Ste 304
Anchorage, AK 99501
(907) 265-5095

-Northern Regional Offices
751 Old Richardson Highway
Number 300
Fairbanks, AK 99701-7899
(907) 451-2650

New or Pending Legislation
-Amendments to licensing regulations are in process; estimated to go into effect in 1997 - one of these changes will be the prohibiting of corporal punishment in all child care facilities.
-No expected changes in child care center regulations as a direct result of welfare reform.

ARIZONA (AZ)

Information
Supplied by: Marlene Morgan, MSW
Health Program Manager
Department of Health Services
Office of Child Care Licensure
1647 E. Morten, Suite 230
Phoenix, AZ 85020
PHONE: (602) 255-1272
FAX: (602) 255-1126

Number and Definition of Regulated Programs
-1,483 licensed centers.
-Nursery school, prekindergartens and religiously affiliated centers are included, including those operated by the public schools.

Requirements
-License required; preapproval inspection required.
-License renewed every three years; $150 fee initially and at renewal goes to the General Fund.
-Fire safety inspection required annually; building code inspection initially; kitchen sanitation inspection and gas inspection required annually.
-General liability insurance is required; no requirement for professional liability.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft. for infants and one year olds, 25 sq. ft. for two year olds and older; outdoor - 75 sq. ft. per child.
-Staff/child ratios: infants - 1:5 or 2:11; one year olds - 1:6 or 2:13; two year olds - 1:8; three year olds - 1:13; four year olds - 1:15; five year olds - 1:20; school age - 1:20; mixed age groups - the ratio of the youngest child in the group.
-Naptime staff/child ratios are the same as at other time.
-Group size delineations: none.
-At least one person must be on premises at all times with current certificates in first aid and CPR.

Unannounced Inspection Policy
-One unannounced visit annually.

Complaint Procedure
-No policies that require the immediate closing of a center.
-If found in violation of licensing regulations, center must come into immediate compliance or have written plan for correcting deficiencies and proposed date for completion.

-License may be revoked or suspended at any time for fraud or deceit in obtaining the license; center personnel incorrectly registered; center has personnel addicted to drugs or alcohol, who have engaged in physical, emotional or sexual abuse, who use unacceptable disciplinary methods, or failure to comply with the provisions of the Child Care Act.
-Resource and referral agencies are notified of center closings through telephone contact.
-Complaints against a center are scheduled and investigated in accord with priorities assigned by the Program Manager. These are: (1) 48 working hours following receipt; (2) 10 working days of receipt; (3) 30 working days of receipt; (4) evaluation without an on-site visit; and (5) next on-site visit.

Staff Qualifications

-No state recommended salary schedule for staff.
-Minimum age requirements: 16 years for a volunteer or paid assistant teacher with supervision; 18 years for teacher caregiver; 21 years for director.
-High school diploma or the equivalent.
-6 months experience required to work without supervision.
-Compliance with ADA in staff hiring is not addressed by the Office of Child Care Licensing at this time.

Staff Prescreening

-Fingerprinting and criminal records background check required within 20 days of employment and upon transfer to another corporation or private business.
-No recent changes in the TB screening policy - skin test for TB required prior to employment; chest X-Ray required if TB test is positive; tuberculin tests are required for center personnel as follows: a tuberculin skin test shall be obtained prior to employment and for volunteers who will be in contact with children at the center on a weekly basis; if a prospective employee is known to be tuberculin skin test positive, that individual shall submit verification of current freedom from communicable tuberculosis based on examination by a physician or public health clinic. Personnel who have previously tested positive on skin tests must obtain a chest x-ray and sputum examination at any time they manifest symptoms compatible with tuberculosis. If the center is located in a home, every member of the household shall be subject to the tuberculosis screening required for personnel.
-Written statement is required to be provided by the individual, testifying to immunity of measles.
-Not required - medical examination, child abuse clearance, AIDS test, Hib immunization, and drug and alcohol test.
-Conditional hiring before results of prescreening not regulated.
-Six references required: 3 personal and 3 professional.
-No special requirements regarding substitutes.

Staff Training

-A combination of preservice education/experience is required for all staff; different depending upon position.
-All staff required to participate in 12 hours of in-service training annually.
-No special training required for infant care, sick child care, or drop in care; training for care of children with disabilities may be required depending upon the nature and severity of the child with a disability.

Child Documentation Policy
-Complete file must be maintained on each child; must be enrolled by parent or guardian; record of proper immunizations; custodial award to court on the application.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, except for documented medical or religious exemptions.
-Hib immunization required: regulations require a verifiable record provided by the child's health care provider, parent or guardian stating that the child has received the age-appropriate immunizations for Haemopilus Influenza, Type B.

Discipline Policy
-Corporal punishment not allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are required as a condition of licensure to test the environment for lead, asbestos, and oil, but not for radon. Records are kept by the AZ Department of Environmental Quality and the applicable county office of air pollution control.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon, lead or oil.

Smoking Policy
-Smoking is prohibited in child care centers.

Swimming Pool Policy
-Guidelines are as follows: Swimming pools over 2 ft. deep must have a recirculation system with a removable strainer, two pool inlets, an automatic disinfectant system, vacuum cleaning system and a 5 ft. fence with self closing-self latching gate.
-Child/staff ratio is affected: A minimum of 2 personnel on the center's premises at all times whenever 6 or more children are present.
-In addition to child/staff ratios, there shall be at least one additional person certified in advanced lifesaving and CPR to be present (in a private pool).

Transportation Policy
-Vehicle must be properly maintained; driver must be at least 18 years of age, hold a current Arizona driver's license, and current first aid certificate.
-Child restraints and seat belts required, depending on age/weight of child.
-First aid kit and children's emergency medical care authorization must be in vehicle.
-Additional staff required if children being transported are not yet school age.

Infant Care Programs
-Supplemental program standards for infants.
-Supplemental equipment.

-There are centers providing care to "infants only," defined as any child who is 12 months of age or younger, or who is under 18 months and not yet walking.
-There are 8 centers in the state that provide infant care only; and 462 centers which provide infant care services and other services.

Overnight Care Programs
-Special regulations include activity, bed, bathing, toileting, and personal grooming requirements as well as staffing requirements.
-93 centers provide overnight care.

School Age Care Programs
-Supplemental program standards for school-age children.
-Equipment standards.

Sick Child Care Programs
-Sick children are not allowed under present regulations.

Subsidized Child Care Program
-Is available; contact Department of Economic Security (602) 542-4248.

Programs for Children with Disabilities
-Supplemental.
-No mainstreaming required in addition to general program and equipment standards, there are requirements for in-service/training, physical plant modifications, personnel/child ratios, and parent conferences.
-Compliance with ADA in providing services to children: Department has removed classification from license, indicating all providers are required to comply with ADA. Architectural review includes requirements in compliance with ADA.

National Life Safety Fire Code
-State has adopted 1995 edition of NFPA 101 Life Safety Code for child care centers.

Child Abuse and Neglect
-Cases of child abuse or neglect should be reported to Child Protective Services (888) 767-2445 [(888) SOS-CHILD] (statewide) and 530-1800 in Maricopa County.

Local Contact
-Three state licensing offices - Phoenix, Flagstaff and Tucson.

New or Pending Legislation
-The Child Care Standards Review Committee was established to conduct the rule/law review. The final recommendations of the Child Care Standards Review Committee were submitted to the Governor and Legislature for review and action on October 27, 1995. The proposed rules are being prepared for submission through the state rulemaking process. Public hearings will be held in February 1997.
-Effect of welfare reform on child care regulations is uncertain at this time.

ARKANSAS (AR)

Information
Supplied by: Kathy Yates, Administrator
DCFS - Child Care Licensing
P.O. Box 1437, Slot 720
Little Rock, AR 72203-1437
PHONE: (501) 682-8590
FAX: (501) 682-8666

Number and Definitions of Regulated Programs
-1,218 licensed child care centers.
-637 licensed infant/toddler programs.
-Nursery schools, prekindergartens and religiously affiliated centers are included in the number.

Requirements
-License required when 6 or more children are in care; preapproval inspection required.
-Licenses are renewed every two years; license fee charged; all fees deposited in the Child Care Provider Fund for training grants, and payment of background checks.
-Fire safety and sanitation inspection required annually; zoning required initially.
-General liability and/or professional liability insurance not required.
-Physical security of the child care facility (such as card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:6; toddlers - 1:9; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:18; schoolage - 1:20; mixed age group - meet ratio for youngest child in group.
-Naptime staff/child ratios: reduce by 50% for centers; no change for infants.
-Group size delineations: none.
-Center must have one person on duty at all times center is in operation who is certified in CPR.

Unannounced Inspection Policy
-Goal is for unannounced quarterly inspections; more often if complaints are received.

Complaint Procedure
-Immediate center closing only required in emergency situations.
-Warning required for items not thought to immediately jeopardize health or safety.
-Length of time center has to come into compliance depends on severity of the non-compliance.

-Once closed, the center is removed from the information systems of resource and referral agencies.
-Complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director is 21; minimum age requirement for remaining center staff is 18.
-Centers will soon be provided with information regarding ADA policy in staff hiring; the act is referenced in the regulations.

Staff Prescreening
-Medical exam, child abuse, criminal background check, chest x-ray or TB skin test; hiring is dependent upon a clear record or screen; no recent change in TB screening policy.
-Fingerprinting is required for the owner/operator or anyone not a resident of AR for the past 6 years.
-Not required - AIDS, drug or alcohol tests and measles and Hib immunizations.
-Written references required from last 6 years of employment.
-Temporary substitutes must meet staff requirements.

Staff Training
-Center directors must have a high school diploma plus 4 years experience or a CDA plus one year of experience in an approved facility or AA degree with an emphasis in early childhood, or a Bachelor's degree; lead/head teachers, assistant teachers, teacher aids and the dietician and kitchen staff must have a high school diploma or GED.
-10 hours of specific early childhood education from approved trainers.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid is a separate preservice and in-service requirement.

Child Documentation Policy
-Child records must be kept and made available to the Division of Children and Family Services Licensing Staff on request.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib; children entering care after age 36 months not required to have Hib.

Discipline Policy
-Corporal punishment is not allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, radon or asbestos as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in the physical confines of a child care facility.

Swimming Pool Policy
-Requires health department approval; staff must have Red Cross Life Saving certification or Water Safety Instructor.
-Reduced child/staff ratios: 3 year olds - 1:2; 4 year olds - 1:3; and 5 year olds - 1:5.

Transportation Policy
-Staff transporting children shall have a current valid driver's license; vehicle shall be licensed, insured and maintained in proper working condition and in compliance with AR state laws on transporting children.
-Driver may be counted in staff/child ratio, but shall not be the only adult when more than 12 children over age 3 are transported; for infants and toddlers, a ratio of one adult for 3 children shall be maintained
-Children shall be retrained in an age appropriate, approved restraint (if available) while being transported; there shall be a seating space for each child transported; facility shall use an approved child safety seat with proper restraints for transporting each child under age 3 years.

Infant Care Programs
-Additional specific regulations exist in the ares of personnel, program, discipline, records, nutrition, furniture and equipment, transportation, health and safety.
-637 licensed infant/toddler centers; infant is defined as birth to 18 months.

Overnight Care Programs
-Special regulations for evening and night care regarding sleeping arrangements, staff/child ratio, program, nutrition and health issues exist.
-Number of centers providing overnight care unknown.

School Age Care Programs
-Separate regulations for before and after school and summer day camp programs.

Sick Child Care Programs
-Any child who becomes ill and unable to participate in the daily activities must be isolated and supervised. Appropriate action should be taken to meet individual needs of the child. Parents or guardian must be notified and requested to pick up child.
-Additional regulations exist for the sick care component.

Subsidized Child Care Programs
-Is available; contact Bobbie Ferguson, DCFS Subsidized Day Care, Box 1437, Slot 626, Little Rock, AR 72203-1437; phone (501) 682-8763.

Programs for Children with Disabilities
-Division of Developmental Disabilities Services does licensure for DDS sites. If children without disabilities are in care, a dual license is required.
-Centers are provided with information about compliance with ADA.

National Life Safety Fire Code
-Has been adopted; enforced by Fire Marshal; portions relating to child care centers utilized.

Child Abuse and Neglect
-Call 1-800-482-5964.

Local Contact
-Contact local division of Children and Family Services/Department of Human Services Office in every county.

New or Pending Legislation
-Revision of legislation regarding criminal records checks on child care staff/owner will be going to the State Legislature in early 1997.
-While there are expected changes in regulations due to welfare reform legislation, none will effect health or safety of the children.

CALIFORNIA (CA)

Information
Supplied by: Dennis Walker, Chief
Central Operations Branch
California Department of Social Services
Community Care Licensing Division
744 P Street, MS 19-50
Sacramento, CA 95814
PHONE: (916) 324-4031
FAX: (916) 323-8352

Number and Definition of Regulated Programs

-12,773 licensed centers.
-Nursery/preschools are not licensed separately; "day care center" is used generically to license nursery schools, preschools, Montessori schools, Head Start, prekindergartens and religiously affiliated centers, all of which are included in the number.

Requirements

-Licenses are mandatory unless exempt by law; preapproval inspections required.
-Licenses are issued in a perpetual basis; annual licensing fees of from $100 to $1,000 based on capacity.
-Fire safety inspection required at time of application for licensure. However, for purposes of a schoolage day care program operating on a functioning school site, the school fire inspection is accepted by law as sufficient fire clearance.
-General and/or professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State; however, there is a sign in/sign out procedure for admission and removal of the child from the center.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; preschool - 1:12; schoolage - 1:14; mixed age groups - 1:12.
-Naptime staff/child ratios: infants - 1:4 while awake and 1:12 while sleeping; preschool 1:12 while awake and 1:24 while sleeping. In both cases the staff must be available at the center to meet the non sleeping requirement.
-Group size delineations: determined by teacher-child ratios; no minimum or maximum group size in State regulations.
-One staff member who has pediatric CPR/first aid must be on-site at all times.

Unannounced Inspection Policy

-Yes, within 10 days of receipt of a complaint; annual visit; plan of correction visit; all visits other than the prelicensing visit.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Policies that require only a warning exist.

-Time frames for centers to come into compliance vary depending on the type of deficiency to be corrected. Time frames are developed jointly between the center staff and the Licensing staff.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against centers are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; teacher aides may be less than 18 years old provided that they are either high school graduates, or that they are currently participating in an occupational program conducted by an accredited high school or college; teacher aides must work only under the direct supervision of a teacher.
-Compliance with ADA in staff hiring guarantees equal opportunity and gives civil rights protection to those staff members.

Staff Prescreening
-Staff required to be prescreened by medical exam; fingerprinting required at time of licensure and employment; child abuse clearance required prior to licensure and employment; FBI criminal records background checks are required when individual has been in California for less than two years.
-TB skin test must be performed not more than one year prior to or seven days after initial presence in the facility; no recent changes in the TB screening policy for child care personnel.
-Not required - AIDS test and drug and alcohol tests.
-There are no guidelines from the Department of Health for Hib and measles immunizations.
-Staff (other than director) are allowed to be hired and begin working in center pending fingerprint clearances. Other clearances must be submitted/cleared prior to employment.
-Teacher experiences shall be verified as having been performed satisfactorily at least 3 hours/day for a minimum of 50 days in a six-month period under the supervision of a person who would qualify as a teacher (as per DSS regulations).

Staff Training
-Preservice education and experience required for center directors, teachers; no preservice education and experience requirements for teachers aides, the dietician and kitchen staff.
-No annual in-service training required.
-Special training is required for the care of infants and mildly ill children. No special training is required for the care of children with disabilities or for drop-in care.
-At least one director or teacher at all day care centers must have 15 hours of training in preventive health practices to include pediatric CPR/first aid. In addition, all directors and fully qualified teachers at day care centers for mildly ill children are separately required to have pediatric CPR/first aid.

Child Documentation Policy
-Records on each child must be maintained.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized.
-Health regulations are in the process of being changed to require the Hib immunization once after the age of 1 year.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but does not need to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-The issue of providing financial assistance for lead inspection and remediation is currently being explored by public and private groups concerned with lead poisoning.

Smoking Policy
-Smoking is prohibited on the premises of a licensed child care center where care is given to children.

Swimming Pool Policy
-Guidelines for swimming pools include: at least one adult present during any water activities or near any body of water, with a valid water safety certificate on file at the center.
-Child/staff ratio becomes 1:6 during water activities (1:2 for infants); lifeguards or personnel supervising anyone other than center children are not included in the ratio.
-Red Cross lifesaving training not required by staff.

Transportation Policy
-Separate regulations concerning the transportation of children.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers providing care to "infants only," defined as 0-2 years.
-There are 1,168 "infant only" centers in the state.

Overnight Care Programs
-There are no special regulations for overnight care.
-Centers do provide overnight care, but the exact number is unknown.

School Age Care Programs
-Separate regulations exist.

Sick Child Care Programs
-Separate regulations for mildly ill children exist.

Subsidized Child Care Programs
-Is available; contact Maria Balakshin, Director, Child Development Division, State Department of Education, 560 J Street, Suite 220, Sacramento, CA 95814; (916) 322-6233.

Programs for Children with Disabilities
-All current licensing regulations would apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of children with disabilities.
-Compliance with the ADA in providing services to children prohibits discrimination.

National Life Safety Fire Code
-Has not been adopted; see Title 22, section 101171.

Child Abuse and Neglect
-Complaints of suspected child abuse can be filed in any of the 17 state child care licensing offices, any law enforcement (city or county) and child protective offices located in every one of the 58 county social/health/welfare offices.

Local Contact
-Northern Regional Office
Frances Young, Manager
8745 Folsom Blvd., Suite 130
Sacramento, CA 95826
(916) 229-4500 FAX (916) 229-4508

-Southern Regional Office
Margie Davis, Manager
5962 LaPlace Court, Suite 185
Carlsbad, CA 92008
(619) 929-2121 FAX (619) 929-2133

-Coastal Regional Office
Martha Mills, Manager
801 Traeger Avenue, Suite 105
San Bruno, CA 94066
(415) 266-8860 FAX (415) 266-8877

-Los Angeles Regional Office
Colleen Anderson, Manager
12555 Jefferson Boulevard, Suite 280
Los Angeles, CA 90066
(310) 574-6633 FAX (310) 574-6651

New or Pending Legislation
-Effective January 1, 1997, each licensed child care center is required to make licensing inspection reports of facility visits and substantiated complaints against the facility available to the public at the facility site.
-Effective January 1, 1997, each licensed child care center is required to make an Earthquake Preparedness Checklist (EPC) available to the public at the facility site. Licensees may choose which, if any, of the procedures on the EPC they wish to implement.
-No expected changes in regulations due to passage of welfare reform legislation.

COLORADO (CO)

Information
Supplied by: Dana Andrews
Licensing Administrator
Division of Child Care
Department of Human Services
1575 Sherman St.
Denver, CO 80203-1714
PHONE: (303) 866-5958
FAX: (303) 866-4453

Definition and Number of Regulated Programs

-2,291 [includes 1,104 child care centers, 647 school-age child care centers, and 540 part day preschools]
-Nursery schools, prekindergartens and religiously affiliated centers are included in this number.
-Legally exempt centers providing religious instruction more than 50% of the time children are present are not included in this number.

Requirements

-License required; preapproval inspection required.
-Licenses now are permanent; annual license fee ranges from $14 - $294, depending on number of children in center.
-Separate inspections required every 2 years by the Fire and Health Departments. Building code inspection required at opening and at capacity changes.
-General liability required if centers cares for children paid for by the state; otherwise no general liability or professional liability required.
-Physical security of the child care center is addressed by the State. A sign-in/sign-out sheet or other mechanism for parents and guardians must be maintained daily by the center and must include for each child in care, the date, child's name, time when the child arrived at or left the center, and the parent or guardian's signature or other identifier.

Regulations

-Space requirements per child: indoor - infants: 50 sq. ft.; toddlers: 45 sq. ft.; preschool and school age 30 sq. ft.; outdoor - 75 sq. ft.; a minimum of 1,500 sq. ft. with 150 sq. ft. of shaded area; infant play yard, 400 sq. feet.
-Staff/child ratios: infants - 1:5; toddlers - 1:5; 2 year olds - 1:7; 2 1/2 to 3 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:12; five year olds and up - 1:15.
-Group size delineations: 6 weeks - 18 months (maximum group size - 10); 12-36 months (maximum group size - 10); 24-36 months (maximum group size - 14); 2 1/2 - 3 years (maximum group size - 16); 3-4 year (maximum group size - 20); 4-5 years (maximum group size - 24); 5 year and older (maximum group size - 30); and mixed age group 2 1/2 - 6 years (maximum group size - 20). In other age combinations, the maximum group size for the youngest child must be utilized if more than 20% of the group is composed of younger children.
-Room sizes: birth - 18 months - 10 maximum; 12-36 or 18-24 months - 20 maximum; 26-36 or 30-36 months - 28 maximum. Preschool-age and school-age groups of

children must be separated into age-appropriate activities; groups are not required to be separated from each other by permanent or portable dividers or walls. Toddler-age groups of children must be separated from each other by permanent or portable dividers or other methods as approved by the Department.
-Naptime staff/child ratios: same as above; no change.
-CPR/first aid is a separate preservice/in-service training requirement; there must be someone at the facility at all times who has current certification in CPR and first aid; one person at all times in each infant room and one person at all times in the toddler nursery area.

Unannounced Inspection Policy
-All renewal, supervisory and complaint visits are unannounced.

Complaint Procedure
-No written policies that require immediate closing of a center. However, the law allows suspension of license if conditions endanger children's safety and well-being.
-No warning policy; all violations must be corrected.
-Usual time frame for center to come into compliance is immediate for serious violations or within 30 days.
-Currently working on a new process for notifying resource and referral agencies when a center is closed.
-Response process when a complaint is registered against a center: very serious (1-3 working days); serious (4-10 working days); moderate (10-15 working days); mild (14-20 working days); and very mild (14-20 working days).

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16; 16-18 year olds required to have direct supervision of a group leader; must be 18 to work with infants.
-Compliance with ADA in staff hiring involves centers being told they cannot refuse to hire a staff with a disability but must evaluate on an individual basis.

Staff Prescreening
-Staff required to be prescreened by fingerprinting, child abuse clearance, criminal records background check, Mantoux TB test, and medical examination; chest x-ray required only if sensitive to TB test (Tine test no longer acceptable).
-Staff required to have immunizations required by their personal physician, which could include Hib and measles.
-Not required - AIDS test and drug and alcohol tests.
-Conditional hiring is allowed prior to results of prescreening.
-3 written references required to verify previous employment and position qualifications for staff less than 18 years of age; also character and suitability for working with children.
-Substitutes must meet the qualifications of the position of the person for whom they are substituting; must also be fingerprinted and have TB test.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides (infant/toddler only), and infant nursery supervisor - variety of combined education and experience options available; no requirements for the dietician and kitchen staff.

-Infant and toddler aides must have completed 8 hours of orientation prior to assignment; infant group leaders must have completed 8 hours of orientation prior to work.
-Annual 6-hour in-service training required.
-Special training required for infant care and may be required for individual situations for sick child care--handled on an appeal basis; no special training required for the care of children with special needs or for drop in care.

Child Documentation Policy
-For child enrollment, must have child health history and immunizations, social history, emergency authorizations, phone numbers of emergency contact people, medication authorizations, and authorizations for special activities provided by the center.
-No provision for screening children for blood lead levels prior to entrance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to have Hib immunization because centers are considered schools by state law.

Discipline Policy
-Corporal punishment is prohibited.
-Center must have written discipline policy which is posted or is available to parents and staff.

Emergency Medical Consent Policy
-Parents must sign authorization of emergency medical care, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited during business hours in all areas where child care is provided and when transporting children.

Swimming Pool Policy
-Guidelines state that when a swimming pool is provided, it shall meet the requirements of the Colorado Department of Health. An outdoor pool shall have protective fencing of at least 5 feet with self-closing gates which are locked when pool is not in use; winter coverage, which shall exclude plastic or inflatable-type domes; and a nonskid surface area of at least 5 feet adjoining pool sides. An indoor pool shall be located in a lockable room separated from rooms used for child care or shall be fenced as required for outdoor pools.
-Use of permanent wading pools prohibited. Only portable wading pools under close supervision shall be used. Water temp. of not less than 60 degrees F. shall be maintained. Pools shall be emptied after use by each group of children or at least daily and placed in storage when not in use.
-Child/staff ratio not affected. Required ratio maintained.

-Though a certified Water Safety Instructor is required to be in attendance at all times when pool is in use, no information provided as to whether or not Instructor is staff member.

Transportation Policy
-Children must be in approved child restraint system to recommended age and must have written permission to transport.
-Driver of vehicle must have appropriate drivers' license for the size of the vehicle and vehicle must meet safety standards; and must be trained in first aid and CPR.

Infant Care Programs
-Additional staff requirements for centers which service infants, specifically for the infant nursery supervisor.
-There are centers providing care to "infants only," defined as 6 weeks to 18 months.
-There are approximately 20 "infant only" or infant/toddler centers for teenage parents, located in or associated with high schools.

Overnight Care Programs
-Special regulations involve: following provisions of care of children required in the Minimum Rules and Regulations for Child Care Centers; a nutritious evening meal shall be served to children, and a bedtime snack shall be offered; type of activities provided in morning and afternoon programs shall be available to children during their waking hours. Quiet activities shall be planned immediately preceding the children's bedtime; children shall be bathed as necessary and changed into comfortable night clothing for sleeping; separate beds, cribs, or cots with sheets and clean, washable covering or 2 in. sleeping pads or mattresses shall be provided for each child. If pads or mattresses are used, the room temperature at floor level shall be at 68 to 72 degrees. Pads and mattresses shall be fitted with clean, washable, removable covering. Permission of parents or guardians shall be obtained for each child who uses a sleeping pad or mattress placed in the floor; all staff members on night duty shall be awake and in the immediate vicinity of sleeping children; child/staff ratio: 1 adult - 6 or fewer children, 2 adults - 7 to 12 children, and one adult for each additional 12 children or portion thereof.
-Centers do provide overnight care, but state has no way to track this at this time with the computer system.

School Age Programs
-There is a completely different set of regulations specific to the needs of school-agers.

Sick Child Care Programs
-At this time regulations do not allow mildly ill children in care.
-Centers must appeal to care for sick children.

Subsidized Child Care Programs
-Is available; contact CO DSS, Office of Child Care Services: (303) 866-5958.

Programs for Children with Disabilities
-No special regulations for the care of children with disabilities; to comply with ADA, centers will care for children with for them.

-Compliance with ADA in providing services to children involves centers being told they cannot exclude children with disabilities but must evaluate on an individual basis.

National Life Safety Fire Code

-Has not been adopted by each local fire jurisdiction responsible for inspecting the facility.

Child Abuse and Neglect

-Contact each county Department of Social Services.
-All staff are mandated by law to report suspected child abuse.
-All staff mandated by rule to sign a statement that they know and are familiar with the definition of child abuse by Colorado law and understand their personal responsibility to report.

Local Contact

-No local contact offices; all day care center licensing staff are located at the state office.

New or Pending Legislation

-Facility must post the following documents in plain view to those entering the child care facility or agency:
  -the current child care license
  -most recent licensing, fire department, and health department inspection reports, or a notice as to where the parent or legal guardian of a child or their designee may review the reports at the facility.
-Facility must post in every room of the child care center, the license capacity of the room and the staff-child ratio required by regulation to be maintained for the age of children care for in that room.
-During hours of operation, facility must allow access to parents and guardians having legal custody of a child in care to those areas of the facility that are licensed for child care.
-Legislative declaration concerning the protection afforded by regulations:
  -General Assembly finds that regulation and licensing of child care facilities contribute to a safe and healthy environment for children; it affords benefits to children, their families, their communities, and the larger society. The general assembly acknowledges that there is a need to balance accessibility and quality of care when regulating child care facilities and therefore is the intent of the general assembly that those who regulate and those who are regulated work together to meet the needs of children, their families and the child care industry.
  -General Assembly also recognizes the financial demands with which the Department of Human Services is faced in its attempt to ensure a safe and sanitary environment for those children in the State of Colorado who are in child care facilities; therefore, it is the intent of the general assembly that the limited resources available be focused primarily on those child care facilities that have demonstrated that children in their care may be at higher risk pursuant to section 26-6-107.
-Unsure at this time if there will be any changes in child care regulations as a result of welfare reform.

CONNECTICUT (CT)

Information
Supplied by: Devon Conover, Health Services
Supervisor, Licensure
Department of Public Health
410 Capitol Avenue - MS #12DAC
P.O. Box 340308
Hartford, CT 06134-0308
PHONE: (860) 509-8045
(800) 282-6063
FAX: (860) 509-7541

Number and Definition of Regulated Programs
-1,640 licensed centers.
-The number of licensed centers includes nursery schools, preschools, prekindergartens, and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 2 years; license fee is $200.
-Fire safety inspection required annually; building code and zoning inspection required initially; health inspection required every 2 years.
-No general or professional liability insurance required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. (usable footage). Programs licensed prior to January 1, 1986, maintain the requirement for 30 sq. ft. per child.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool (over age 3) - 1:10; schoolage - 1:10; mixed age groups - 1:4.
-Naptime staff/child ratios: same as above, no change.
-Group size delineation: under 3 years of age (group size - 8) and over 3 years of age (group size - 20).
-One staff member trained in first aid must be on the premises at all times.
-Program authorized to administer specified non-prescription topical medication with parent's signature; a doctor's signature not be required for the administration of these non-prescription topical medications.

Unannounced Inspection Policy
-All inspections are unannounced.

Complaint Procedure
-Policies that require immediate closing of a center are based on individual cases.
-Length of time center has to come into compliance is not specified in law.
-Resource and referral agencies notified when a center is closed.
-All complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age for center director and lead/head teacher is 20.
-Requirements for temporary substitutes are the same as those for regular staff.
-State complies with the ADA in staff hiring.

Staff Prescreening
-Medical examination; criminal records background check; TB skin test or chest x-ray required; no recent changes in TB screening process.
-Not required - fingerprinting, child abuse clearance, AIDS test, and Hib, and drug and alcohol tests or measles immunization.
-Conditional hiring prior to results of prescreening allowed.
-Staff and child need medical statements that document the presence or absence of any medical or emotional illness or disorder that would currently pose a risk to children in care or would currently interfere with effective functioning as an employee in a child care center.

Staff Training
-Preservice education and specific experience required for center directors and lead/head teachers; no requirements for assistant teachers, teacher aides, or the kitchen staff.
-Dietician must be R.D. (only as a consultant if meals are served).
-Annual in-service training required - 1% of total hours worked.
-Training required for staff who administer medication to children.
-No special training required for infant care, care of children with disabilities.

Child Documentation Policy
-The operator of a center must be responsible for maintaining records on each enrolled child which must be kept current and be available at the center.
-Requirement for physical examination for children waived for religious beliefs.
-No provision for screening children for blood lead level prior to acceptance into a child care program.

Child Immunization Policy
-State statutes required all enrolled children to be immunized; including the Hib immunization; also Hepatitis B for children born after December 31, 1993; except for religious exemptions or medical contra-indications.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.
-Advanced practice registered nurse or physician assistant may sign a medical statement for an employee or child of center.

Environmental Policy
-Facilities are required to test for lead and radon as a condition of licensure; also for asbestos if an obvious hazard exists with correction required as a hazard. Records are kept on file.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited except in designated smoking areas, provided these areas are separate, properly ventilated, and enclosed away from any children present at the facility. Signs shall be posted indicating smoking is prohibited except in designated areas.

Swimming Pool Policy
-Guidelines follow the Public Health Code.
-Child/staff ratio not affected.
-PHC does not cover issue of staff having Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children.

Infant Care Programs
-Separate regulations for centers which service infants.
-There are centers which provide care to "infants only" defined age is under 3.
-There are 616 centers that have an "under 3" endorsement.

Overnight Care Programs
-Special regulations for overnight care.
-1 center provides care to midnight.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations; and are not allowed in child care center.

Subsidized Child Care Programs
-Is available; contact Peter Palermino, Dept. of Social Services, phone (860) 424-5598.

Programs for Children with Disabilities
-No separate regulations.
-State complies with the ADA in providing services to children.

National Life Safety Fire Code
-State uses the complete code.

Child Abuse and Neglect
-Contact DCF: (800) 842-2288.

Local Contact
-Program is located in Hartford; the toll free number is (800) 282-6063 (in state); otherwise (860) 509-8045.

New or Pending Legislation
-Changes to the administration of medication requirements.
-Administration of finger prick glucose test by unlicensed staff.
-No expected changes in regulations due to passage of welfare reform legislation.

DELAWARE (DE)

Information
Supplied by: Pauline D. Koch, Administrator
DSCYF, Office of Child Care Licensing
Youth and Family Center
1825 Faulkland Road
Wilmington, DE 19806
PHONE: (302) 892-5800
FAX: (302) 633-5112

Number and Definition of Regulated Programs

-246 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated programs which operate more than 4 hours per day are included; those which operate less than 4 hours and choose to be licensed are also included.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety and Public Health inspections required annually; building code inspection required once, prior to opening.
-General liability and fire insurance required; professional liability insurance not required.
-Physical security of the child care center - no requirements; release of children procedures required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft. per child for the maximum number of children who will use the playground at any one time; play area must be large enough to accommodate at least 1/4 of the licensed capacity at any time.
-Staff/child ratios: infants - 1:4; 12 to 24 months - 1:7; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 years - 1:15; 5 years and up - 1:25; mixed age groups - for children under 24 months of age, the ratio shall be that for the age of the youngest child in the group; for mixed age groups with children over 24 months of age, the ratio shall be that required for the age group with the largest number of children present in the group.
-for field trips staff/child ratios change to: 0-23 months (1:2); 2 years (1:6); 3 years (1:8); 4 years (1:9); 5 years (1:11); and 6 years and above (1:15).
-Naptime child/staff ratios: centers are allowed to decrease staff by one-half if all children are asleep.
-Group size delineations: no requirements for group size.
-A staff person certified in first aid and a staff person certified in CPR for infants and children must be present at the center at all times during the hours of operation.

Unannounced Inspection Policy

-Unannounced inspections occur primarily when a complaint is received or when a facility shows a pattern/history of non-compliance.

Complaint Procedure

-An array of enforcement options are used to ensure safety of children during complaint investigation including removal of alleged perpetrator(s) or of offending individuals from center, if necessary suspension of licenses is applied pending completion of investigation.
-Policies for closings and warnings depend on the nature of the complaint.
-Length of time center has to come into compliance depends on the nature of the noncompliance.
-When a center is closed, resource and referral agencies are notified by telephone in order to establish a procedure for helping parents to locate alternative child care arrangements.
-When a complaint is registered against a center, the complaint must be responded to within 10 working days followed by a written report within 30 working days.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 18 years; an assistant caregiver must be at least 16 years of age and work under the observation and supervision of a caregiver or Program Director.
-Compliance with ADA in staff hiring is unmeasurable at this point; ADA training and technical assistance are provided.

Staff Prescreening

-Center staff required to be prescreened by TB skin test, chest x-ray (if test is positive to TB) and medical examination; criminal records background check is required of new employees; no recent change in TB screening policy.
-Not required - child abuse clearance, AIDS test, Hib and measles immunizations, drug and alcohol tests.
-At least 2 character references are required.
-A center shall have substitute staff, including documentation of qualifications; if a substitute is used for 2 months continuously or longer, person shall be fully qualified for the position.

Staff Training

-Preservice education and/or experience required for center program directors, caregivers, assistant caregivers, and kitchen staff.
-15 hours annual in-service training required for center staff.
-Special additional training required for staff person supervising care of children with disabilities; special training for sick child care also required; no special training required for infant or drop in care.

Child Documentation Policy

-The center shall make every effort to ensure that admission procedures involve a meeting with the parents(s) to secure necessary information.
-Blood lead level screening required for all one year olds and newly enrolled children.

Child Immunization Policy

-Enrolled children are required to be up to date with immunizations - including Hib immunization - prior to entrance and on a regular basis after.

Discipline Policy
-Corporal punishment is not permitted; only positive age-appropriate methods of discipline and guidance of children which encourage self-control, self-direction, self-esteem and cooperation may be used.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Testing for the presence of lead is required as a condition of licensure, but not asbestos or radon; results are kept on file.
-There is no state financial assistance for the inspection or remediation in child care centers for radon, lead or asbestos.

Smoking Policy
-Smoking is prohibited in areas used by children and in food preparation areas.

Swimming Pool Policy
-Guidelines for swimming pools not specified; public health standards for public pools must be met.
-Child/staff ratio not affected.
-Staff must be certified for water safety or have senior lifesaving certificate; staff also required to have Red Cross lifesaving training.

Transportation
-Specific regulations concerning the transportation of children are included in "Requirements for Day Care Centers."
-Appropriate liability insurance required.

Infant Care Programs
-There are specific requirements which pertain to infants, including age-appropriate activities, feeding, sleeping, diaper changing, and more.
-No centers provide care to "infants only."

Overnight Care Programs
-Separate regulations for night care included in "Requirements for Day Care Centers."
-No centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs included in "Requirements for Day Care Centers."

Sick Child Care Programs
-Separate set of regulations for caring for sick children, "Day Care Programs for Sick Children."

Subsidized Child Care Programs
-Is available; contact Norvella J. Brown, DES, DE State Hospital, 1901 N. DuPont Highway, Lewis Building, New Castle, DE 19720: (302) 577-4450.

Programs for Children with Disabilities
-Separate regulations, "Specialized Day Care" about providing care for children with disabilities; mainstreaming is permitted and encouraged when possible.
-State complies with ADA in providing services to children.

National Life Safety Fire Code
-The entire code is used; throughout the code day care centers are mentioned and the Fire Marshal applies to code as necessary.

Child Abuse and Neglect
-Call (800) 292-9582 or (302) 892-5800.

Local Contact
-One office in New Castle County and one office in Dover (serving Lower New Castle, Kent and Sussex County).

New or Pending Legislation
-None.
-No changes in regulations due to welfare reform are expected.

DISTRICT OF COLUMBIA (DC)

Information
Supplied by: Ellen M. Yung-Fatah, RN, MPH
Program Manager, Child Care Branch
DCRA Service Facility Regulation
Administration
Social Services Facility Division
614 H Street, NW, 10th Floor
Washington, DC 20001
PHONE: (202) 727-7226
FAX: (202) 727-7780

Number and Definition of Regulated Programs
-356 licensed centers.
-Nursery schools not regulated separately; prekindergartens and religiously affiliated centers are included in this number.

Requirements
-License required; preapproval inspection required.
-License renewed annually; fee required.
-Fire safety inspections required annually; building code and lead inspections required initially.
-General and professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by DC.

Regulations
-Space requirements per child: indoor - 45 sq. ft. for children under age two, 35 sq. ft. for others; outdoor - 60 sq. ft.
-Group size and child-adult ratio: In programs where children are grouped according to age the child/adult ratio must be as follows:

2 yrs.- 2 yrs. 6 mos.	= 4:1,	Group Size - 8
2 yrs. 6 mos.- 3 yrs.	= 8:1,	Group Size - 16
4 yrs.	= 10:1,	Group Size - 20
5 yrs.	= 15:1,	Group Size - 25
6 yrs. - 14 yrs.	= 15:1,	Group Size - 30

When children of different ages are place in one group, the ratio shall be adjusted to protect the welfare of the younger children.
-Naptime staff/child ratios: same as above, unchanged.

Unannounced Inspection Policy
-Renewal inspections and complaint investigations are unannounced.

Complaint Procedure
-Unlicensed activities and case-by-case determinations require immediate closing of day care centers.

-For violations that are not serious in nature or magnitude where there is no eminent danger to the health, safety or welfare of the infants or children, warnings will be issued; centers will be given from 24 hours to 30 days to come into compliance.
-No formal procedure not notifying resource and referral agencies when a center is closed; listings of licensed centers are issued on a monthly basis.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for all staff is 18 years.

Staff Prescreening
-Medical examination is required with the results of TB skin testing and syphilis testing, chest x-ray when applicable; no recent changes in TB prescreening policy.
-Not required - fingerprinting, child abuse clearance, AIDS, or drug and alcohol tests.
-Conditional hiring not allowed prior to results of prescreening.
-Three written references from non related persons is required.
-Substitutes are required to have an annual physical.

Staff Training
-Preservice educational and/or experience required for center directors, head/lead teachers, assistant teachers, aides, dieticians and kitchen staff, and school bus drivers.
-In-service training required as needed.
-No special training required for infant care, care of children with disabilities, sick child care or drop in care.
-Preservice requirement for standard first aid.

Child Documentation Policy
-Center must have a file for each enrolled child: social history, current health certificate, registration, authorization for medical treatment, emergency contact persons, daily attendance.
-Student Health Care Act of 1985 requires students attending public or private schools in DC to be tested for and furnish a certificate of testing for lead poisoning, requires mandatory reporting of lead testing result, and requires collection and study of lead data was amended has been amended to include children under six years of age in licensed day care centers, Head Start, pre-kindergartens and kindergartens; for further information, call (202) 727-9850, Ella Witherspoon.

Child Immunization Policy
-All enrolled children must be immunized.

Discipline Policy
-Corporal punishment is not allowed.

Emergency Medical Consent Policy
-The parent shall submit to the director on an approved form the authorization for emergency medical treatment for the infant or child; forms do not have to be notarized.

Environmental Policy
-Facilities are required to be tested for lead as a condition of licensure; not for radon or asbestos.
-There is no state financial assistance for the inspection and remediation in child care facilities for lead, radon or asbestos.

Smoking Policy
-No policy regarding smoking.

Swimming Pool Policy
-No information available.

Transportation Policy
-Driver must be properly licensed; also specified vehicle requirements.

Infant Care Programs
-No separate regulations.
-No information available on "infant only" centers.

Overnight Care Programs
-No information available.

School Age Care Programs
-No separate regulations.

Sick Child Care Programs
-Not regulated; day care regulations do not permit care of "sick" children.

Subsidized Child Care Programs
-Is available; contact DHS, 609 H Street, NE, Washington, DC 20002; phone (202) 727-0284.

Programs for Children with Disabilities
-No separate regulations; program statement of center must address this; in compliance with ADA.

National Life Safety Fire Code
-Contact DC Fire Department, (202) 727-1614.

Child Abuse and Neglect
-Abuse: Metropolitan Police Department, (202) 576-6762; Neglect: DHS, (202) 727-0995.

Local Contact
-DCRA, (202) 727-7226.

New or Pending Legislation
-Pending legislation regarding the following: parents are permitted access to children at all times; staff required to have on-going continual education; and other changes in requirements.
-DCRA is working with DHS, Office of Early Childhood Development, to revise the current child care regulations to include standards for infant care, sick child care, and school-age care in anticipation of the increase in the number of children in child care facilities as a result of welfare reform.

FLORIDA (FL)

Information
Supplied by: Larry Pintacuda, Chief
Child Care Services
Department of Children and Families
Family Safety & Preservation Program
2811-A Industrial Plaza Drive
Tallahassee, FL 32301
PHONE: (904) 488-4900
FAX: (904) 488-9584

Number and Definition of Regulated Programs

-**5,742** licensed centers.
-Number reflects county licensed and state licensed facilities; those programs not requiring licensure such as those exempt in public and non-public schools or religiously exempt not included.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; Licensing fees: $25 up to 25 children, $1 per additional child to a maximum of $100 for 100 or more children; fees are deposited into a state trust fund for Child Care Services.
-Fire safety inspection required annually.
-No requirement for general or professional liability insurance.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft; outdoor - 45 sq. ft.
-Staff/child ratios: infants to 1 year - 1:4; 1 - 2 years - 1:6; 2 - 3 years - 1:11; 3 - 4 years - 1:15; 4 - 5 years - 1:20; school age - 1:25; in groups of mixed ranges where infants under 1 year are included, 1 staff member for not more than 4 children of any age group; where infants over 1 year are included, 1 staff for not more than 6 children.
-Naptime staff/child ratios: same as above; however, currently looked at for possible change.
-Group size delineations: none.
-If children are present, at least one staff person certified in pediatric CPR shall be in the facility and on field trips.

Unannounced Inspection Policy

-Two of three inspections during the licensure year are unannounced; announced visit is usually for the purpose of reviewing records, interviewing appointments, or license renewal.

Complaint Procedure

-The local licensing agency may suspend or revoke a license or impose an administrative fine not to exceed $100 per violation, per day, for any violation of regulations, depending upon severity and previous violations. However, where a violation does or could cause death or serious harm, an administrative fine not to exceed $500 per day per violation may be imposed.
-How long a center has to come into compliance depends upon the severity.
-Resource and referral agencies notified of closings via Child Care Licensing Data Reports.
-When a complaint is lodged against a center, the complaint is investigated by a Children and Families Licensing Counselor, or a Protective Services Investigator, if appropriate, and the center is notified in writing.

Staff Qualifications

-No state recommended salary schedule for center staff.
-No person under the age of 21 can operate a child care facility and no person under the age of 16 can be employed at such a facility unless such person is under direct supervision.
-The Florida Children's Forum provides technical assistance to child care programs and staff regarding ADA requirements. They may be reached at (800) 423-6786 in Florida or (904) 681-7002.

Staff Prescreening

-Fingerprinting, TB skin test, criminal records background check required; rescreening every five years; pending changes in TB prescreening process.
-Chest X-Ray, AIDS, Hib and measles immunizations, and drug and alcohol test not required.
-Employment history required.
-Conditional hiring prior to results of prescreening allowed for probationary period.
-Substitutes must meet the requirements of the position they are filling.

Staff Training

-All child care personnel must take an approved 30 clock hour introductory course in child care; otherwise no specific preservice education and/or experience requirements for directors, lead/head teachers, assistant teachers, or aides
-Child Development Associate (CDA) credential or approved equivalency required for personnel on a ratio of one CDA per 20 children. Programs which operate less than 8 hours per week are not required to meet credentialling, regardless of number of children.
-Child care center staff required to participate in 8 hours of in-service training annually.
-No special training required for infant care, care of children with disabilities, sick child care or drop in care; however, within 5 years, directors must complete training on serving children with special needs.

Child Documentation Policy

-Enrollment form required.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care facility.

Child Immunization Policy

-Florida immunization and health certificate required within 30 days of enrollment, unless child has a religious exemption or temporary medical

exemption signed by a licensed physician; emergency information, periodic health examinations and immunizations (including HIB), and attendance records required.

Discipline Policy
-No form of corporal punishment may be used.
-Children shall not be subjected to discipline which is severe, humiliating or frightening.
-Discipline shall not be associated with food, rest or toileting.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos or radon as a condition of licensure, unless a problem is noted.
-There is no state financial assistance for the inspection and remediation of lead, asbestos or radon in child care facilities.

Smoking Policy
-Smoking is prohibited in child care centers.

Swimming Pool Policy
-Swimming pools must be constructed and operated according to 10D-5, F.A.C., one person with Advanced Life Saving Certificate (ALS) or equivalent unless certified lifeguard present.
-Child/staff ratio affected: Additional staff person on premises at all times; also applies to center sponsored field trips.
-Staff not required to have Red Cross lifesaving training. Provider of training as required above not specified by statute or administrative code.

Transportation Policy
-Requirements for child restraints or seat belts in vehicles used by child care facilities to transport children; requirements for mechanical inspections of the vehicles, insurance, driver health exam, and limitations on the number of children in the vehicles. A Commercial Driver's License (CDL) required for the transportation of children to or from center or any center-sponsored activities, when the vehicle utilized is designed to carry more than 16 persons including the driver.

Infant Care Programs
-No separate infant regulations except diapering requirements.
-Specific data not available for center care for "infants only."

Overnight Care Programs
-No separate standards for night time care; must meet all applicable standards for child care centers.
-Night time care is less than 24 hours.
-There are 183 centers which provide nighttime care.

School Age Care Programs
-No special regulations.

Sick Child Care Programs
-Mildly ill child care program not regulated by HRS Child Care Licensure.

Subsidized Child Care Programs
-Is available; contact FL Department of Children and Families, Family Safety & Preservation Program, 2811-A Industrial Plaza Drive, Tallahassee, FL 32301 phone (904) 488-4900.

Programs for Children with Disabilities
-Mainstreaming not required; but supported.
-For compliance with ADA in providing services to children, see Staff Qualifications.

National Life Safety Fire Code
-Has been adopted; the state Fire Marshall has adopted Section 101 of the National Fire Protection Association (NFPA) Life Safety Code, 1985, for application in child care facilities.

Child Abuse and Neglect
-"Child Abuse Hotline": Call (800) 962-2873 or (904) 487-4332.

Local Contact
-There are 15 Children & Families District Offices and 10 local licensing agencies.

New or Pending Legislation
-None.
-No expected changes in regulations due to passage of welfare reform legislation.

GEORGIA (GA)

Information
Supplied by: Marsha Gates
Department of Human Resources
Child Care Licensing Section
2 Peachtree St., NW, 20th Floor
Atlanta, GA 30303-3167
PHONE: (404) 657-5577
FAX: (404) 657-8936

Number and Definition of Regulated Programs

-**1,344** licensed centers(*).
-Nursery schools and prekindergartens are not included in this number; religiously affiliated centers are; programs operated by state entities are exempt, as well as 7 hour summer day camps for school age children.
-(*) Some of licensed child care centers are now under the supervision of the Office of School Readiness (OSR). OSR regulates all child care programs who receive State lottery funds for 4 year old programs; not all 4 year old programs are licensed; e.g. programs located in public schools (approximately **775**); for information on OSR, contact Greg Peterson, 10 Park Place, Suite 200 Atlanta, GA 30303 phone 404-651-741.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Building code inspection and sewage, water and fire inspections required once (upon opening); subsequent fire safety inspection requirements vary from county to county.
-No general liability or professional liability insurance required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 100 sq. ft.
-Staff/child ratios: infants - 1:6; walking 1 year olds - 1:8; 2 year olds - 1:10; 3 year olds - 1:15; 4 year olds - 1:18; 5 year olds - 1:20; schoolage - 1:25; mixed age groups - age of youngest child if 20% or more in group.
-Naptime staff/child ratios: for children 3+ years old, staff/child ratio may be doubled provided one staff is in each room providing direct supervision of children and all required staff are in the building available for emergency evacuation.
-Group size delineations: infants less than 1 year or 18 months and not walking (group size - 12); 1 year old and walking (group size - 16); 2 year olds (group size - 20; 3 year olds (group size 30); 4 year olds (group size - 36); 5 year olds (group size - 40); and 6 years and up (group size - 50).
-50% of staff required to have current first aid and CPR training.

Unannounced Inspection Policy
-All inspections are unannounced.

Complaint Procedure
-All complaints investigated; abuse complaints done jointly with protective services staff.
-Center with good history not cited previously for violation related to complaint would be asked to submit plan of correction.
-Center usually has no longer than 30 days to come into compliance.
-No routine policy for notifying resource and referral agencies if center is closed; R and R's are notified if they request it.
-When complaints are registered against a center, results are disclosed if requested; exception - abuse complaints are confidential, except that they may be disclosed to specific persons as defined by law.
-Other remedies available: civil penalty of up to $500 per day of violation, revocation of license, restriction of license, denial of application, public reprimand, emergency suspension; placement of emergency monitor in facility for 10 days; restraining orders.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirements for working in a center: administrator - 21 years; staff - 18 years; aides - 16 years.
-Compliance with ADA in staff hiring not specifically addressed, although rules require staff to be fit to perform job. Referrals made to appropriate resource agencies regarding specific issues.

Staff Prescreening
-Only directors required to be prescreened by fingerprinting; center staff required to be prescreened by criminal records background check for state crimes upon employment; no recent changes in TB prescreening policy.
-Not required - child abuse clearance, TB skin test, chest x-ray, medical exam, AIDS, Hib and measles immunizations, and drug and alcohol tests.
-Conditional hiring of staff (not director) is allowed until results of prescreening are received.
-No written references required.
-Temporary substitutes used on a routine basis must meet minimum qualifications and have a criminal background check.

Staff Training
-Preservice education or experience required for center directors, lead/head teachers. Orientation required for new staff.
-10 hours annual in-service training required for center staff related to job assignment. New staff must have specific training in abuse reporting, health related topics (disease control, illness detection, injury control, etc.)
-No specific training required for infant care, care of children with disabilities, sick child care, or drop in care except that training must be related to job assignment.
-Meeting the first aid and CPR requirements does not count toward annual 10 hours of training; at least 50% of center staff required to have CPR and first aid.

Child Documentation Policy
-Basic information required about child upon enrollment - identifying information, emergency authorization and contact, doctor's information, release statement, statement regarding health, allergies, etc.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized within 30 days; exceptions to the policy exist.
-Children in group care settings required to have Hib immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-No smoking on the center property.

Swimming Pool Policy
-Pools must be inaccessible to children when not in use; must meet acceptable health standards.
-Child/staff ratio affected as follows: Children less than 2 1/2 years - 1:2; 2 1/2-4 years - 1:5; 4+ years who cannot swim 15 yards unassisted - 1:6; all others - 1:15.
-Staff is required to have lifesaving training offered by recognized agency for water safety instruction when the water is more than 2 feet deep.

Transportation Policy
-Regulations are specified in the rules.

Infant Care Programs
-Separate sections within the rules which address infant care.
-Centers do provide care to "infants only," defined as less than one year old or children under 18 months who are not walking.
-Only one "infants only" center currently in the state.

Overnight Care Programs
-Special regulations involving overnight care include: Separate changing areas for children of opposite sex, 8 years and older; sleeping equipment must be provided; dinner and nighttime snack also required.
-Approximately 14 centers currently offer overnight care.

School Age Care Programs
-Regulations applicable to programs serving only children 5 years and older are specifically designated in the rules.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Contact: Division of Family and Children Services, Family Support Unit #2 Peachtree Street, NW, 12th Floor, Atlanta, GA 30303.

Programs for Children with Disabilities
-No separate regulations; center must negotiate an agreement with parent regarding specific needs of child upon enrollment.
-Compliance with ADA in providing services to children not specifically addressed; referrals made to appropriate resource agencies regarding specific issues.

National Life Safety Fire Code
-Has been adopted; enforced by the State Fire Marshal's office.

Child Abuse and Neglect
-Reported to Division of Family and Children Services.

Local Contact
-Child Care Licensing Offices:
-217 W. Oglethrope Blvd. Room 264, Albany, GA 31701, (912) 430-4302
-P.O. Box 327, Americus, GA 31709 (912) 931-2513
-330 Research Drive, Suite A 100, Athens, GA 30605, (706) 542-1241
-2 Peachtree St., NW, Rm. 20.102, Atlanta, GA 30303, (404) 657-5562
-P.O. Box 12435, Columbus, GA 31995 (706) 569-3117
-332 Washington St., NW, Suite 305, Gainesville, GA 30501, (404) 535-5475
-P.O. Box 398 Hazelhurst, GA 31539, (912) 375-3666
-3312 Northside Drive, Bldg. D, Suite 234, Macon, GA 31210, (912) 471-5722
-3728 Washington Road, Martinez, GA 30907, (706) 855-3455
-P.O.Box 440, Portal, GA 30450, (912) 865-2300
-1305 Redmond Cr., NW,Bldg.614, Rome, GA 30161, (706) 295-6199
-P.O. Box 8163, Savannah, GA 31412, (912) 651-2276
-P.O. Box 1906, Tifton, GA 31793, (912) 386-7155
-P.O. Box 1024, Valdosta, GA 31603, (912) 245-6580
-P.O. Box 1334, Waycross, GA 31501, (912) 285-6017

New or Pending Legislation
-None.
-No expected changes in regulations due to passage of welfare reform legislation.

HAWAII (HI)

Information
Supplied by: David Mack
Child Care Program Specialist
Department of Human Services
P.O. Box 339
Honolulu, HI 96809
PHONE: (808) 586-5770
FAX: (808) 586-5180

Number and Definition of Regulated Programs
-519 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in this number.

Requirements
-License required; licensing required except in select situations; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety and sanitation inspections required annually; building code required at initial license.
-General or professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 720 sq. ft. for 6 children plus 70 sq. ft. per child thereafter (up to 10); 1065 sq. ft. for 11 children plus 65 sq. ft. per child thereafter (up to 30); 2360 sq. ft. for 31 children plus 60 sq.ft. thereafter (up to 50); 3555 sq. ft. for 51 children plus 55 sq.ft. thereafter through 100; 6295 sq. ft. for 101 children plus 45 sq. ft. thereafter.
-Staff child ratios: infants - 1:3; toddlers - 1:4 [infant and toddler centers only]; 2 year olds 1:8; 3 year olds - 1:12; 4 year olds 1:16; schoolage - 1:20; mixed age group - age of youngest child.
-Naptime staff/child ratios: same as above; unchanged.
-Group size delineations: infant and toddler centers only - 6 weeks - 12 months (staff/child ratio 1:3, group size - 6; staff/child ratio 1:4, group size - 8); 12 months-24 months (staff/child ratio 1:3, group size - 6; staff/child ratio 1:4, group size - 8; staff/child ratio 1:5, group size 10; staff/child ratio 1:6, group size - 12); and 18 months-36 months (staff/child ratio 1:5, group size - 10; staff/child ratio 1:6, group size 12).
-A first aid trained staff is required during operational hours.

Unannounced Inspection Policy
-Take place when a complaint is filed.

Complaint Procedure
-Policies for immediate closing of a center exist; policies on non-health and safety require a written corrective action plan.
-Center has up to 6 months to come into compliance; time varies depending on violation.
-Resource and referral agencies notified when a center is closed.
-Public reports complaints directly to the licensing staff.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age for working in a center is 18, except for aides (16).
-Compliance with ADA in staff hiring is done to the extent possible.

Staff Prescreening
-Fingerprinting, child abuse clearance, and medical examinations are required at initial employment; criminal records background check is required at initial employment by the FBI and is required annually by the state; TB skin test or chest x-ray required every 2 years; TB screening process not recently changed because it is more stringent than health department.
-Not required - AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening is allowed for an indefinite period of time.
-Two written references from former employers are required.
-Temporary substitutes must be at least 18 years old and must participate in orientations program of the facility.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-No annual in-service training required.
-Special training required for infant care and care of children with disabilities; no special training required for sick child care.

Child Documentation Policy
-Center is required to keep information and records on each child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in all child care facilities.

Swimming Pool Policy
-State does have guidelines for swimming pools - exact details not provided.
-Child/staff ratios are the same as required during regular program.
-Certified lifeguard shall be on duty at all times for water/swimming activities.

Transportation Policy
-None.

Infant Care Programs
-Separate and infant/toddler specific regulations exist.
-There are centers that provide care to "infants and toddlers," defined as infants (6 weeks-12 months) and toddlers (12-36 months).
-There are 27 "infant and toddler" centers in the state.

Overnight Care Programs
-Special regulations for overnight care include: consultation with parents, after which special attention given by caregiver to provide for transition into night care; selection of toys for quiet activities made available; comfortable beds or cots, bedding, and night clothes available or supplied by parents; beds placed 3 feet apart; staff available to assist children during eating, pre-bedtime hours, and morning dressing; during sleep hours, staff within listening distance to provide for needs or respond to emergency; child must not sleep in building detached from main facility; night care facilities include at least one shower, bathtub, or bathing facility for the children.
-No centers provide overnight care.

School Age Care Programs
-Separate and specific regulations for before and after school programs.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Is available; contact DHS - Oahu: (808) 587-5266 (Honolulu) (808) 622-7111 (Wahiawa), Hawaii: (808) 959-0669, Maui: (808) 242-8418, and Kauai: (808) 245-3461.

Programs for Children with Disabilities
-Separate regulations for caring for children with disabilities in each type of licensed facility.
-Compliance with ADA in providing services to children is done to the extent possible.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact DHS (see above).

Local Contact

-OAHU

Child Care Connection Hawaii Program Office
1001 Bishop St., Pacific Tower, Suite 900, Honolulu, HI 96813
(808) 586-5770

Child care Connection Hawaii Unit I
677 Queen ST., 4th Floor Honolulu, HI 96813 (808) 587-5266

Child Care Connection Hawaii Unit II
1008 California, Bldg. A-102, Wahiawa, HI 96786 (808) 622-7111

-KAUAI

Child Care Connection Hawaii Unit Kauai
Dynasty Court, 4473 Pahee St., Suite G, Lihue, HI 96766 (808) 245-3461

-HAWAII

Child Care Connection Unit East Hawaii
Prince Kuhio Plaza, 111 East Puainako St., #A-105, Hilo, HI 96720
(808) 959-0669

Child Care Connection West Hawaii Unit
Frame Ten Bldg, 75586 Olio Rd, Rm 2004, Kailua-Kona, HI 96740 (808) 334-0722

-MAUI

Child Care Connection Hawaii Maui Unit
270 Waiehu Beach Rd, Ste 107, Wailuku, HI 96793 (808) 242-8418

New or Pending Legislation

-None.

-No expected changes in regulations due to changes in welfare reform legislation.

IDAHO (ID)

Information
Supplied by: Kathy James, Bureau Chief
Department of Health and Welfare
P. O. Box 83720
Boise, ID 83720-0036
PHONE: (208) 334-5691
FAX: (208) 334-6664

Number and Definition of Regulated Programs
-462 licensed centers.
-Nursery/preschools are not licensed separately, but are not included in the number of centers.
-Religiously affiliated centers are licensed.

Requirements
-License required; fire and health preapproval inspection required.
-Licenses renewed every 2 years; maximum fee for licensing is $100 ($60 for renewal).
-Separate inspections required every 2 years or on complaint by the Fire and Sanitation Departments.
-Temporary licenses allowed during completion of initial requirements not to exceed 120 days.
-General or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-No space requirements.
-Staff/child ratios - 1:12; no age delineations.
-No naptime staff/child ratios.
-No group size delineations.

Unannounced Inspection Policy
-No unannounced center monitoring visits.

Complaint Procedure
-Immediate closing of center required if meets temporary restraining order or dire conditions.
-Dangers determine if only a warning is required, and the length of time a center has to come into compliance.
-Resource and referral agencies not notified when a center is closed.
-Complaints registered against centers are investigated.

Staff Qualifications
-No state recommended salary schedule for center staff.
-No minimum age requirement for working in a center.
-Compliance with ADA in staff hiring is unknown.

Staff Prescreening

-Staff required to be prescreened by fingerprinting and criminal records background check which includes State criminal investigation and child abuse registry, national crime information center, and FBI; required for those individuals who have direct contact with children who have not been a continuous resident of the state for 3 years or have not been employed or connected business in the county in which the center is located for the immediately preceding 3 years.
-Not required - TB skin test, chest x-ray, medical examination, Hib and measles immunizations, AIDS test, drug and alcohol tests.
-There are no staff medical requirements.
-Conditional hiring allowed prior to results of prescreening is allowed with a self-declaration.
-No written references required.
-No state policy regarding the use of temporary substitutes.

Staff Training

-No preservice education and/or experience required for directors, lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-Staff required to participate in 4 hours annual in-service training.
-No special training is required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid not a separate preservice and/or in-service training requirement.

Child Documentation Policy

-No specific state guidelines for child enrollment.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Parent/Guardian must present proof of child immunizations within 14 days of child's enrollment, including Hib; exemptions to this policy for life or health or religious objection.
-No information provided regarding Hib immunization for enrolled children.

Discipline Policy

-No discipline policy regarding corporal punishment.

Emergency Medical Consent Policy

-Written consent required, but does not have to be notarized.

Environmental Policy

-No requirements for facilities to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-No information about state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy

-Smoking is allowed without restriction.

Swimming Pool Policy

-No guidelines regarding swimming pools, child/staff ratios, or Red Cross lifesaving training requirements for staff.

Transportation
-No regulations concerning the transportation of children.

Infant Care Programs
-No separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No special regulations for overnight care.
-Centers do provide overnight care; exact number unknown.

School Age Care Programs
-No separate regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations for caring for sick children.

Subsidized Child Care Programs
-Programs available; contact Health and Welfare, Family Self Support, Box 83720, Boise, ID 83720-0036; phone (208) 334-5691.

Programs for Children with Disabilities
-No separate regulations for caring for children with disabilities.
-Compliance with ADA in providing services to children unknown.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact local Health and Welfare Offices.

Local Contact
-Region I
Region I H&W, FACS, 1250 Ironwood, Suite 100, Coeur d' Alene, ID 83814
(208) 769-1515; (800) 548-7961

-Region II
H&W, FACS, 1118 "F" Street, P.O. Drawer B, Lewiston, ID 83501 (208) 799-4360

-Region III
H&W, FACS, 111 Poplar Street, Caldwell, ID 83605 (208) 459-7456

-Region IV
H&W, FACS, 4355 Emerald, Boise, ID 83706 (208) 334-6900

-Region V
H&W, FACS, 601 Poleline Rd., Twin Falls, ID 83301 (208) 734-4000

-Region VI
H&W, FACS, 1090 Hiline, P.O. Box 4166, Pocatello, ID 83205 (208) 235-2800

-Region VII
H&W, FACS, 150 Shoup Avenue, Suite 19, Idaho Falls, ID 83402 (208) 528-5914

New or Pending Legislation

-None.

-No information available about possible regulation changes as a result of welfare reform.

ILLINOIS (IL)

Information
Supplied by: Carol Borders, Licensing Specialist
DCFS - Office of Licensing
406 East Monroe
Springfield, IL 62701
PHONE: (217) 785-2688
FAX: (217) 524-0014

Definition and Number of Regulated Programs

-2,725 licensed day care centers.
-Nursery schools, prekindergartens, and religiously affiliated centers not exempt from licensure, are included in this number; IL exempts from licensure programs operated by public or private (including religious) school systems serving children who have attained the age of 3; there are no provisions to exempt any day care programs serving children under age 3.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 3 years; no license fee.
-Fire safety inspection required annually; health inspection required every 3 years.
-General liability insurance required; professional liability insurance not required.
-Physical security of the child care center: a written record which includes the name of the individual, date and time must be kept when a child is released to someone other than the parent(s) or guardian(s); no other physical security (such as a card access system) is addressed by the State.

Regulations

-Space requirement per child: indoor - 55 sq. ft. for infants and toddlers; 35 sq. ft. per child; outdoor - 75 sq. ft.; outdoor space must accommodate 25% of enrollment.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; two year olds - 1:8; preschool - 1:10; school- age - 1:20; mixed age groups - must have ratio required for lowest age child.
-Naptime staff/child ratios: for other than infants and toddlers, 50% of the staff is required during nap times, provided the required staff/child ratio is maintained on the premises; infants and toddlers shall be under the direct supervision of staff required at all times.
-Group size delineations: infants (maximum group size - 12); toddlers (maximum group size - 15); infants and toddlers (maximum group size - 14); 2-3 years (maximum group size - 16); 2-4 years (maximum group size - 16); 2-5 years (maximum group size - 16); 3-4 years (maximum group size - 20); 3-5 years (maximum group size - 20); 4-6 years (maximum group size - 20); and 6 years and over (maximum group size - 30).
-During hours of operation at least one staff member certified in first aid and the Heimlich maneuver must be present.

Unannounced Inspection Policy
-A minimum of one unannounced annual visit; all complaint investigations are unannounced, as are follow-up visits.

Complaint Procedure
-Law authorizes immediate closing of a center required when health, safety, welfare or morals of children are in jeopardy.
-Length of time center has to come into compliance depends upon seriousness of violation and impact upon care.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director - 21; minimum age requirement for other center staff - 19.
-Compliance with ADA in staff hiring: Current rule does not prohibit hiring of specially abled if physical and mental health do not interfere with child care responsibility. Rule Language Provisions will address compliance with ADA.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance, criminal records background information check, TB skin test, chest x-ray (in cases of positive skin test), and medical examination every 3 years thereafter; no recent change in TB screening policy.
-Not required - AIDS, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening is allowed; policy established by facility, but hiring criteria must be met.
-3 character references required.
-Substitutes shall have same qualifications of staff for whom they substitute.

Staff Training
-Specific preservice education and/or experience required for center director, lead/head teachers, assistant teachers (amount required depends on position; courses required depend on age and number of children in care); dietician and kitchen staff have the same personal qualifications as for other staff.
-15 hours annual in-service training required for center staff.
-Special training required for care of children with disabilities.
-No special training required for infant care (except requirements for nurse/doctor consultant), sick child care, or drop-in care.

Child Documentation Policy
-Centers must maintain record file on each enrolled child.
-Follows IL Dept. of Public Health policy for lead screening.

Child Immunization Policy
-All enrolled children must be immunized, including Hib immunization; exemptions allowed on religious grounds or clinical reasons.

Discipline Policy
-Center staff shall use disciplinary measures designed and carried out in such a way as to help individual children develop self control and to assume responsibility for their own acts. No child shall be subjected, under any

circumstances, to corporal punishment inflicted upon the body or to verbal abuse, or be deprived of regularly scheduled meals or any part of meals as punishment, or punished for toilet accidents.

Emergency Medical Consent Policy
-Standards require parent(s) to provide name, address and telephone number of physician and names of other persons to contact if the parent(s) are not available in an emergency situation. Forms do not have to be notarized.

Environmental Policy
-No information available about testing facilities for radon, asbestos or lead.

Smoking Policy
-Smoking is not permitted.

Swimming Pool Policy
-Guidelines must meet requirements of the IL DPH.
-Child/staff ratios are affected: Infant/Toddler (1-1); 2 yr olds (4-1); 3 yr olds (6-1); 4 yr olds (8-1); 5 yr olds (10-1); and school-age (15-1).
-At least one staff member must have Red Cross lifesaving training.

Transportation Policy
-Special regulations concerning the transportation of children are included in the licensing standards.

Infant Care Programs
-Separate additional regulations in the licensing standards for centers which service infants.
-There are centers providing care to "infants only," defined as 6 weeks-2 years.
-The number of "infant only" centers in the state is unavailable.

Overnight Care Programs
-Special additional regulations for overnight care.
-Number of centers providing overnight care is unavailable; facilities are generally associated with employment related child care - hospitals/or other employers requiring shift schedules.

School Age Programs
-Separate additional regulations in licensing standards for before and after school programs; see New or Pending Legislation.

Sick Child Care Programs
-Separate regulations for caring for sick children in licensing standards; see New or Pending Legislation.

Subsidized Child Care Programs
-Is available; contact through local Department of Public Aid office.

Programs for Children with Disabilities
-Separate additional regulations in the licensing standards about providing care for children with disabilities; mainstreaming of children with disabilities is encouraged.
-Compliance with ADA in providing services to children is addressed.

National Life Safety Fire Code
-Has been adopted; State Fire Marshal's office implemented NFPA's 1991 LSC.

Child Abuse and Neglect
-Call (800) 252-2873.

Local Contact
-4 regional offices within the State.

New or Pending Legislation
-Have published new regulations for public comment in 2/97 which address improved health and safety issues such as handwashing techniques; sick child care which allows centers to accept moderately or mildly ill children; and school age care changes.
-No information about possible changes in regulations as a result of welfare reform.

INDIANA (IN)

Information
Supplied by: James Hmurovich, Director
Division of Family and Children
402 West Washington St. - 3rd Floor
Indianapolis, IN 46204
PHONE: (317) 232-4442
FAX: (317) 232-4468

Number and Definition of Regulated Programs
-652 licensed centers.
-Private or public school programs are exempt from licensing; day care religious ministries are registered.
-Nursery schools, prekindergartens and religiously affiliated centers are not included in this number.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every two years; no fee.
-Fire safety and Health inspections required annually; building code inspection required once by State - local inspections vary.
-General or professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft. (excludes kitchen, hallways and bathrooms); outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 year olds - 1:5; 3 year olds - 1:10; 4 year olds - 1:12; 5 year olds - 1:15; 6 year olds and up - 1:20.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: infants (maximum group size - 8); toddlers (maximum group size - 10); 2 year olds (maximum group size - 15); 3 year olds and up (no maximum group size); toilet trained and 31-36 months may be grouped with 3 year olds (maximum group size - 14); and fewer than five 2 year olds may be combined with the 3 year olds (maximum group size - 15).
-At least one adult on the premises whenever children are present must be trained in pediatric CPR.

Unannounced Inspection Policy
-Approximately 3 times per year (licensing inspections and complaints).

Complaint Procedure
-If children are at risk or in imminent danger, immediate closing of center is required.
-Policies that require only a warning exist; probationary licenses may be issued.
-Length of time center has to come into compliance depends on severity of non-compliance.

-Resource and referral agencies not notified if a center is closed.
-Complaints registered against a center are responded to; the staff person assigned a complaint has 30 days to file written response for the center file.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18 and age 21 for infants.
-Compliance with ADA in staff hiring is required under federal law. All centers expected to comply.

Staff Prescreening
-TB skin test and general medical examination required within 3 months prior to employment; TB test us required annually thereafter for all persons having direct contact with children required; if TB test is positive, chest x-ray is mandatory; no recent changes in TB screening process.
-Criminal records background check and child abuse clearance also required.
-Not required - fingerprinting, AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-No written references required; each center has own requirements.
-A responsible adult age 18 or over must always be readily available to substitute for a regularly assigned staff member in charge of a unit of children.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-At least 12 hours of annual in-service training required for center staff.
-All employees providing direct care to children must have training in basic first aid within three months of employment and at least every three years thereafter.
-All staff members who have direct contact with infants and toddlers must have current training in first-aid procedures, particularly control of bleeding, treatment for shock, artificial respiration, poisoning, choking and seizures, prior to giving care; no special training required for special needs care, sick child care, or drop in care.

Child Documentation Policy
-Center must keep adequate social and progress records, as well as identifying information, on each child in care.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib immunization, unless a specific immunization is a danger to the health of the child.

Discipline Policy
-The director must not use, nor permit any person to use, corporal or other cruel, harsh or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children. No child may ever be shaken, hit, or spanked.

Emergency Medical Consent Policy
-Written consent require, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in areas where children are present, are at any time present, and in the kitchen.

Swimming Pool Policy
-Guidelines include that the pool be maintained according to state health regulations; written parental permission; pool must be fenced; locked gate; and two flotation devices.
-Child/staff ratios are affected; must be 2 times regular ratio.
-Staff required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-Special regulations include additional state fire marshal requirements.
-6 centers provide overnight care.

School Age Care Programs
-Specific regulations for school age children in attendance at a licensed center.

Sick Child Care Programs
-Specific regulations for care of children who become ill at a center exist.

Subsidized Child Care Programs
-Is available; contact IN Division of Family and Children, Bureau of Child Development, 402 West Washington St., 3rd floor, Indianapolis, IN 46204; phone (317) 232-2291.

Programs for Children with Disabilities
-No special regulations.
-Compliance with ADA in providing services to children are required under federal law. All centers expected to comply.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Each county has child protection services telephone numbers; also have statewide 800 number.

Local Contact
-None.

New or Pending Legislation
-None.
-No expected changes in regulation due to the passage of welfare reform legislation.

IOWA (IA)

Information
Supplied by: Julie Ingersoll
Child Care Licensing
DHS - Division of ACFS
Hoover State Office Building, 5th Fl.
Des Moines, IA 50319
PHONE: (515) 281-4357
FAX: (515) 281-4597

Number and Definition of Regulated Programs

-1,559 licensed centers (includes 663 preschools).
-Number also includes prekindergartens (which are not part of an approved school system) and religiously affiliated centers.
-Preschools licensed separately, but with same regulations.
-Exempt from licensing: (1) any instructional program administered by a public or nonpublic school system accredited by the department of education or the state board of regents or a program provided under IA Code section 279.49 or 280.3A; (2) A church-related instructional program of not more than one day per week; (3) Short-term classes held between school terms; (4) A child care center for sick children operated as part of a pediatric unit in a hospital licensed by the department of inspections and appeals pursuant to IA Code chapter 135B; (5) A non-profit program operated by volunteers for no charge for not more than 2 hours during any 24-hour period; (6) A program provided by the state or a political subdivision, which provides recreational classes for a period of less than 2 hours per day; (7) A program administered by a political subdivision of the state which is primarily for recreational or social purposes and is limited to children who are 5 years of age or older and attending school; (8) An instructional program administered by a nonpublic school system which is not accredited by the department of education or the state board of regents; and (9) any special activity programs that meet on a regular basis such as music or dance classes, organized athletics or sports programs, scouting programs, or hobby or craft classes or clubs.

Requirements

-License required for anyone who is not registered and caring for 7 or more children; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety inspection required annually; building code and zoning inspections depend on local requirements at the time of opening.
-General and/or professional liability insurance not required.
-Physical security of the child care facility focuses on premises issues related to environmental, traffic and play ground hazards; does not address public access.

Regulations

-Space requirements per child: indoor - 35 sq. ft. (program area only); outdoor - 75 sq. ft. (at any one time with a minimum of 1000 sq. ft. total); in room with infants with cribs - 40 sq. ft.

-Staff/child ratios: infants - 1:4; 2 year olds - 1:6; 3 year olds - 1:8; 4 year olds - 1:12; 5 to 10 year olds - 1:15; mixed age groups - based on age of youngest child in group.
-Naptime staff/child ratios: ratios above must be met in the premises, but only one adult is required in each nap room while all children are asleep.
-Group size delineations: none.
-Someone must be on premises at all times with current first aid; director must have first aid and CPR; all staff 18 years old and up must be certified in first year of employment in first aid and CPR and must maintain certification.

Unannounced Inspection Policy
-Some consultants do only unannounced inspections; the rest schedule licensing evaluations with one or more unannounced visits each year.

Complaint Procedure
-No policies that require immediate closing of a center; if the children are in immediate danger, can request injunction from County Attorney.
-No specific written definition for policies that only require a warning.
-Length of time center has to come into compliance depends on the specific deficiency.
-Resource and referral agencies not officially notified if a center is closed.
-When a complaint is registered against a center, the responsible day care consultant investigates immediately and sends a written report to the center and keeps one in file; further response depends on result of investigation.
-Unsubstantiated complaints are maintained in closed file; substantiated complaints are maintained in the licensing file and open to the public.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16 if under the supervision of an adult and 18 if alone with children.
-No information available about compliance with ADA.

Staff Prescreening
-Center staff required to be initially prescreened via a child abuse and criminal background check, and every 5 years thereafter; medical examination initially and every 3 years.
-Not required - fingerprinting, TB skin test, chest x-ray, AID test, drug and alcohol tests.
-Measles or Hib immunizations are not mandated for staff; physical exam requirements include testing for communicable diseases.
-Conditional hiring prior to results of prescreening is allowed until forms are returned to center (around 8 weeks).
-No written references required by state regulation.
-Center should have substitutes (if not, temporary substitutes may be used until files are completed) who meet requirements on file.

Staff Training
-Combination of preservice education and experience required for center directors; no requirements for lead/head or assistant, teachers, teacher aides, and the dietician and kitchen staff.
-10 hours training required in specific subjects in first year of employment.
-6 hours annual in-service training required on-going.

-No special training required for infant care, care of children with disabilities, or drop in care; get well centers require an LPN or RN on duty at all times and some specialized training.

Child Documentation Policy
-Children are required to have on file before entering: pre-enrollment physical exam report, immunization record, emergency medical consent form, permission for specific individuals to pick up child, doctor's name, address, and telephone number, and emergency contact person.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including Hib.

Discipline Policy
-Physical punishment, and any punishment that is humiliating, frightening, or causes pain or discomfort, or connected with food or toilet training is prohibited; also prohibited is verbal abuse, threats or derogatory remarks about the child and the child's family.

Emergency Medical Consent Policy
-Written consent is required, but does not have to be notarized, depending on local hospital requirements.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-During hours of operation, smoking shall not be allowed in any program area, child-occupied room or facility-operated vehicle. Smoking shall never be allowed in food preparation or storage areas.

Swimming Pool Policy
-Falls under Department of Public Health.

Transportation Policy
-A second staff member must be present if 7 or more children are being transported.

Infant Care Programs
-Center must report to parents each day, for children under 18 months, the amount of time the child slept, amount of food consumed and times at which the child ate, and time of and irregularities in bowel movements.
-No information available on "infant only" centers.

Overnight Care Programs
-Bathing facilities required - 1 tub per 30 children; also crib/cot/bed and bedding must be provided.

School Age Care Programs
-Allow for different qualifications for on-site director; otherwise the same.

Sick Child Care Programs
-Separate regulation exist requiring different physical arrangements of facility, RN or LPN, triage procedures, and medical doctor as consultant.

Subsidized Child Care Programs
-Is available; contact Department of Human Services local office.

Programs for Children with Disabilities
-No separate regulations; mainstreaming is not required, but is allowed.
-Regulations state reasonable accommodations must be made based on special needs of children with disabilities.

National Life Safety Fire Code
-Has not adopted.
-Abide by rules promulgated by State Fire Marshal.

Child Abuse and Neglect
-Statewide number: (800) 362-2178; each county has specific numbers.

Local Contact
-Each county has a Department of Human Services Office.

New or Pending Legislation
-None pending at this time.
-Unsure at this time if welfare reform will cause changes in child care center regulations; being explored through work and focus groups; changes made may be driven as much by in-state circumstances; expansion needs created by welfare reform may impact.

KANSAS (KS)

Information
Supplied by: Christine Ross-Baze, Director
Child Care Licensing & Registration Section
Dept. of Health and Environment
1095 S.W. 9th St. Mills Bldg. 400 C
Topeka, KS 66612-2217
PHONE: (913) 296-1272
FAX: (913) 296-7025

Definition and Number of Regulated Programs
-1,362 (includes 1,001 licensed day care centers; 361 preschools).
-Nursery schools, preschools, prekindergartens, religiously affiliated centers and school age programs are included in this number.

Requirements
-License required; preapproval inspection required.
-License reviewed annually; license fee is $15 for license capacity of up to 12 children; 13 or more is a base fee of $35 plus $1 for each child in capacity; fees go to state general fund.
-Fire safety inspection required annually; building code inspection required annually where city requires; sanitation inspection required yearly if using septic system or well water.
-General liability insurance required; professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft., excluding passage ways, restrooms, kitchens, crib space; outdoor - 75 sq. ft. to accommodate 1/2 of license capacity (min. 750 sq. ft.).
-Staff/child ratios: infants - 1:3; toddlers - 1:5; 2 1/2 to 6 years - 1:10; 3 to 6 years - 1:12; schoolage (K-12) - 1:14; schoolage (6-12) - 1:16; mixed age groups (ages 0-6) - 1:4, maximum of 8 children in one group.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: birth-12 months (group size - 9); 12-30 months (group size - 10); 2-3 years (group size - 14); 2 1/2 - 6 years (group size - 20); 3-6 years (group size - 24); kindergarten (group size - 28); 6 years and up (group size - 32); and mixed age groups of birth-6 years (group size - 8).

Unannounced Inspection Policy
-Yes, annually and in complaints; compliance checks are conducted following enforcement action.

Complaint Procedure
-Policies that require immediate closing of a center include emergency suspension capability in life endangered situation.

-Length of time center has to come into compliance depends on violation; 5 days for compliance or plan for compliance.
-Resource and referral agencies are notified when the department intends to close a center by enforcement action; monthly lists of active files are now available to R&R's.
-When complaint is registered against a center, the Health Dept. or SRS conduct complaint investigations; reports are sent to DHE; enforcement action is then taken.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirements for center staff: directors and lead teachers - 18; aides - 16; volunteers - 14.
-Compliance with ADA in staff hiring is administered by another agency.

Staff Prescreening
-Child abuse clearance, criminal records background check, TB skin test or chest x-ray and medical examination are required; no recent change in TB screening procedure.
-Not required - fingerprinting, AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening are allowed for one week.
-Written references required.
-Requirements for temporary substitutes are in regulations.

Staff Training
-Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for dietician and kitchen staff.
-Annual in-service training required for center staff: 10 clock hours for staff; 5 clock hours away from center for directors.
-First aid is separate preservice and/or in-service requirement.
-Special training required for infant care and care of children with disabilities; no special training required for drop in care.

Child Documentation Policy
-Health forms are required for each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including the Hib immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Since forms are required to be acceptable to the hospital that provides emergency treatment, form may have to be notarized; it depends on that hospital's requirement.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.

-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in licensed centers while children are present.

Swimming Pool Policy
-Guidelines include: swimming pools with water over 24" deep, wading pools, and hot tubs on the premises must be constructed, maintained, and used to safeguard the lives and health of the children; number and ages of children limited to allow appropriate supervision by adult staff members; legible safety rules posted in conspicuous location, and read and reviewed weekly by each staff member responsible for the supervision of children; below-ground swimming pools enclosed by fence not less than 5 ft. high; above-ground swimming pools shall be 4 ft. high or enclosed with fence not less than 5 ft. high; steps removed from pool when pool not in use; sensors not used in lieu of fence; pool 6 ft. in width, length, or diameter provided with ring buoy and rope or shepherd's hook of sufficient length; children never permitted to play without supervision near wading pool with water; water in wading pools emptied daily; hot tubs covered with insulated cover secured with straps or locks; children in day care not permitted to use hot tubs; ponds and lakes used only by children over 6 years of age, and must be approved for swimming by county health dept. or Kansas dept. of health and environment or like dept.
-Child/staff ratios are maintained the same as required ratios for various age groups.
-The state cannot promote one agency's program by requiring staff to have Red Cross lifesaving training, but a person with a life saving certificate or a person with training in CPR who can swim shall be in attendance when children are using a swimming pool; certified lifeguard on duty at ponds and lakes.

Transportation Policy
-Current driver's license and insurance, seat restraints, supervision and vehicle safety check.

Infant Care Programs
-Regulations for centers have special sections for preschool care, special needs programs, full-day care, infant and toddler care, school age care, and intergenerational care.
-No centers provide care to "infants only."

Overnight Care Programs
-No information given regarding the special regulations for overnight care.
-Centers do provide overnight care, but exact number is unknown.

School Age Programs
-Child care, before and after school programs are licensed, including programs in public schools, offered by parks and recreation.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Are available; contact Verna Weber, Department of Social and Rehabilitation Services: (931) 296-6772.

Programs for Children with Disabilities
-Separate regulations for caring for the care of children with disabilities exist.
-Compliance with ADA in providing services to children is administered by another agency.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call 1-800-922-5330 or the local Social and Rehabilitation Services Office.

Local Contact
-Local County Health Department.

New or Pending Legislation
-None.
-No changes expected in regulations due to passage of welfare reform legislation.

KENTUCKY (KY)

Information
Supplied by: Bess Abney, MSW
Section Supervisor
OIG-DL&R, CHR Building 4-E
275 East Main Street
Frankfort, KY 40621
PHONE: (502) 564-2800
FAX: (502) 564-6546

Number and Definition of Regulated Programs
-1,888 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in the number.

Requirements
-License required for care of 7 or more children who are not the children, grandchildren, nieces, nephews, or children in legal custody of the provider of care; preapproval inspection required.
-Licenses are renewed annually; $80 initial licensure fee for Type I Centers; $40 initial licensure fee for Type II Centers; $40 renewal fee for both types; money goes to state general fund.
-Fire safety and building code inspection required annually.
-General liability insurance required; professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.; indoor space in lieu of outdoor play area is 60 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers - 1:6; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 year olds - 1:14; school age - 1:15; 7 and older - 1:25 (before/after school); 7 and older - 1:20 (full day care).
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: birth-1 year (maximum group size - 10); 1-2 years (maximum group size - 12); 2-3 years (maximum group size - 20); 3-4 years (maximum group size - 24); 4-5 years (maximum group size - 28); 5-7 years (maximum group size - 30); and 7 years and older (maximum group size - 30).
-One person on duty at all times certified in infant and child CPR and first aid.

Unannounced Inspection Policy
-Annual relicensure inspections are unannounced and complaint investigations.

Complaint Procedure
-If children in care are in immediate danger, a license may be revoked.
-Length of time center has to come into compliance depends on severity of cited deficiency.

-Resource and referral agencies are notified when center is closed.
-All allegations of non-compliance with licensure standards require mandated investigation on an unannounced basis.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; minimum age requirement is 16 if under supervision of adult worker.
-Compliance with ADA in staff hiring involves providing information to providers regarding the ADA. DSS policy somewhat overlaps with ADA regulations.

Staff Prescreening
-Fingerprinting, child abuse clearance, criminal records background check, TB skin test required; chest x-ray required if appropriate (per physician); no recent changes in TB screening procedure.
-Not required - medical examination, AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-Temporary substitutes must meet same requirements as staff.

Staff Training
-Preservice education and/or experience required for center director; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-12 hours annual in-service training required for center staff.
-6 hours orientation training for newly hired staff during first 3 months of employment.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Medical records are required each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-All enrolled children are required to be immunized; except for Hib immunization; records must be on file.

Discipline Policy
-Physical punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is not allowed when children are present; it must be limited to designated areas of the facility.

Swimming Pool Policy
-Swimming pools are not specifically addressed in the regulations.

Transportation Policy
-A section of the regulations addresses transportation of children.

Infant Care Programs
-A section of the regulations addresses infant/toddler care.
-There are centers that provide care to "infants only," defined as under one year of age.
-There are 9 "infant only" centers in the state.

Overnight Care Programs
-Special regulations for overnight care include different sleeping accommodations and hours.
-Centers do provide overnight care, but exact number is unknown.

School Age Care Programs
-A section of the regulations addresses before/after school care.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Lydia Roberts, Branch Manager, Child Care Services Branch, Dept. for Social Services, 6th Floor West, CHR Bldg., 275 E. Main St., Frankfort, KY: phone (502) 564-2524.

Programs for Children with Disabilities
-No separate regulations for caring for children with disabilities, but regulations require that the individual needs of each child must be met; mainstreaming of care of children with disabilities is not required.
-Compliance regarding ADA involves training providers and licensing inspectors about ADA regulations. DSS policy somewhat overlaps with ADA regulations.

National Life Safety Fire Code
-Has been adopted and enforced by the State Fire Marshal's office.

Child Abuse and Neglect
-Call (502) 564-2800.

Local Contact
-Region A
Mary Curlin, Regional Program Manager
Division and Licensing Regulation
Office of Inspector General
Western State Hospital
Hopkinsville, KY. 42240
(502) 885-6143 FAX (502) 886-1336

-Region B
Patricia Campell, Regional Program Manager
Division and Licensing and Regulation
Office of Inspector General
L & N Building, Second Floor East
908 West Broadway
Louisville, KY 40203
(502) 595-4079 FAX (502) 595-4540

-Region C
Woody Dunn, Regional Program Manager
Division of Licensing and Regulation
Office of Inspector General Room 433
Regional State Office Building
London, KY. 40741
(606) 878-7827 FAX (606) 878-2773

-Region D
William Gardner, Regional Program Manager
Division of Licensing and Regulation
Office of Inspector General
Eastern State Hospital
627 W. Fourth Street
Lexington, KY 40508
(606) 246-2301 FAX (606) 233-3142

New or Pending Legislation

-None.
-No sure yet if welfare reform will result in changes in regulations; too soon to answer; individual responsible for promulgation is Lydia Roberts, Manager, Child Care Services Branch; phone (502) 564-2524.

LOUISIANA (LA)

Information
Supplied by: Steve Phillips, Director
Bureau of Licensing
Dept. of Social Services
P.O. Box 3078
Baton Rouge, LA 70821
PHONE: (504) 922-0015
FAX: (504) 922-0014

Number and Definition of Regulations Programs

-1,826 centers (1,225 Class A and 601 Class B).
-Day Care Center defined as: any place or facility operated by any institution, society, agency, corporation, person or persons, or any other group for the primary purpose of providing care, supervision and guidance of seven or more children not related to the caregiver and unaccompanied by parent or guardian, on a regular basis for at least twenty hours in a continuous seven-day week, and in which no individual child remains for more than 24 hours in one continuous day.

Requirements

-License required; preapproval inspection required.
-License renewed annually; $25 initial application fee; additional as follows: $25 for 15 or fewer children; $100 for 16-50; $175 for 51-100; $250 for 101 or more; Class B church owned and operated centers are exempt.
-Class A centers may receive state and/or federal funds; and Class B cannot receive state or federal funds directly or indirectly.
-Fire and safety and public health inspections required initially and annually; building and zoning code required initially only.
-General liability insurance required for Class A licensed centers only; professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. for one-half the number licensed for indoor or 37.5 sq. ft. for each child.
-Staff/child ratios: 0-1 years - 1:6; 1-2 years - 1:8; 2-3 years - 1:12; 3-4 years - 1:14; 4-5 years - 1:16; 5-6 years - 1:20; school age - 1:25; mixed age groups - average ratio observed as long as no children under 2 are present [ratios apply for centers of 11 or more children].
-Naptime staff/child ratios: same as above.
-Group size delineations: 0-1 year (maximum group size - 12); 1 year (maximum group size - 16); 2 year (maximum group size - 12); 3 years (maximum group size - 14) and 4 years (maximum group size - 16).
-All staff must be current in first aid and CPR; new employees in Class B licensed centers have 90 days to comply.

Unannounced Inspection Policy
-State law requires all licensing visits to be unannounced.

Complaint Procedure
-State law does not cover immediate closing of a day care center; however, any child, or all children, may be removed from center if conditions exist which places the health and safety of a child, or children, in imminent danger.
-Class A licensed center must post telephone number of Bureau of Licensing and parents informed that they may call if they have complaints; (Not required in Class B licensed centers).
-All child abuse complaints investigated by Child Protection Agency.
-Licensing violations require a warning; follow-up licensing inspection made.
-If a license is denied or revoked; must be done with permission of a Child Care Committee; center has 30 days to file an appeal for a hearing before Bureau of Appeals; center may also file suit in district court.
-Resource and referral agencies are not notified of center closing on an individual basis. They obtain lists on an as-needed basis.

Staff Qualifications
-No state recommended salary schedule for staff.
-Minimum age requirements: 21 years for director; 18 years for all other staff except 16/17 for aides when under the direct supervision of another qualified adult staff (Never left alone with children).
-Compliance with ADA in staff hiring involves informing the center of regulations and checking compliance.

Staff Prescreening
-Fingerprinting required for criminal records background check and child abuse clearance; medical examination with either TB skin test or chest x-ray required initially and every three years thereafter; no recent change in TB screening policy.
-Not required - AIDS and alcohol test, Hib and measles immunizations.
-Conditional hiring not allowed.
-Written references required on all staff.
-Requirements for substitutes same as full-time staff.

Staff Training
-A combination of educational background and experience required for all center directors; none required for other staff.
-All staff required to participate in a one day orientation to the center followed by 4 days of supervised work with children; quarterly in-service training by center staff or director.
-All staff in Class A licensed centers must obtain 12 hours of training per year in areas of child growth and development; child care programming and activities; health and safety; discipline and guidance techniques; recognizing symptoms of abuse and neglect; design and use of space; working with parents nutrition; etc. (Not required in Class B licensed centers).
-No special training required for infant care, care of children with disabilities, or drop-in care, but may be a part of the 12 hours of training above.

Child Documentation Policy
-Child Information Form must be completed with medical and health record showing inoculations; transportation permission slip; third party pick up permission

information; statement concerning emergency medical care, etc.
-No provision for prescreening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be current in all immunizations, including Hib immunization.

Discipline Policy
-Corporal punishment not allowed in Class A centers; allowed with parental written permission for Class B centers.

Emergency Medical Consent Policy
-Required, but does not have to be notarized.

Environmental Policy
-No information provided about the testing of facilities for lead, radon or asbestos.

Smoking Policy
-Class A Centers: Smoking not allowed in building; smoking is allowed on grounds only if no children are present.
-Class B Centers: Smoking is allowed in designated areas only away from the children and food.

Swimming Pool Policy
-Guidelines include: Chlorine level and PH tested; PH maintained between 7.2 and 8.2; pools enclosed by fence at least 5 feet high with no openings greater than 3 1/2 inches; water temperature between 82 degrees F and 93 degrees F.
-Child/staff ratio not affected.
-Staff required to have Red Cross lifesaving training.

Transportation Policy
-Staff must hold valid LA driver's license; carry liability insurance on the vehicle; vehicle in good working order; driver may not leave the vehicle unattended when children are present.

Infant Care Programs
-Infants must be held while feeding; infants may not remain in cribs or beds or carry-alls for more than 30 minutes while awake; staff ratio of 1:6 required; proper techniques must be followed for diaper changing and handwashing.
-No centers provide care to "infants only."

Overnight Care Programs
-Regulations for overnight care require proper bedding; proper staff (with at least 2 regardless of number of children); boys and girls over 6 years of age do not sleep in the same room.
-Approximately 100 centers provide overnight care.

School Age Programs
-No separate regulations.

Sick Child Care Programs
-Separate regulations.

Subsidized Child Care Programs
-Available only in Class A licensed centers.

Programs for Children with Disabilities
-Mainstreaming encouraged.
-Compliance with ADA in providing services to children involves informing center of regulations and checking compliance.

National Life Safety Fire Code
-Centers must meet Code regulations.

Child Abuse and Neglect
-Complaints investigated by Child Protection Agency.

Local Contact
-Licensing information, D.S.S. Bureau of Licensing, P.O. Box 3078, Baton Rouge, Louisiana 70821 (504) 922-0015.
-Child abuse, local Child Protection Agency.

New or Pending Legislation
-None.
-No changes in child care center regulations expected as a result of welfare reform.

MAINE (ME)

Information
Supplied by: Conrad R. Thibault, Director
Division of Licensing, ACL
Department of Human Services
State House Station #11
Augusta, ME 04333
PHONE: (207) 287-5060
PHONE: (207) 626-5555

Number and Definition of Regulated Programs
-606 licensed centers.
-Nursery/preschools licensed separately.
-Number includes religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; $10 license fee; fees are used to offset cost of fire inspection conducted by State Fire Marshal.
-Separate inspection required annually by Fire Department; building code inspection required if municipality requires it.
-General liability insurance required; professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - sufficient for safe play.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 1/2 to 3 year olds - 1:8; 3 to 6 year olds - 1:10; school age - 1:10; mixed age groups - determined by age of youngest child in group.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: 6 weeks to 12-15 months (maximum group size - 12); 12-15 months to 33-36 months (maximum group size - 15); 30 months to 6 years (maximum group size - 24); 36 months to 6 years (maximum group size - 30); and 6 years to 15 years (no maximum); when there is a combination of ages within a group, the group size shall be determined on the basis of the age of the youngest child.
-A staff member with CPR/first aid training must be present.

Unannounced Inspection Policy
-All visits unannounced, with some exceptions.

Complaint Procedure
-No specific policies that require immediate closing of a center; decided case-by-case basis or court-ordered emergency suspension.
-Warning only cases are decided on a case-by-case basis.

-Center compliance time depends on the compliance issue.
-Resource and referral agencies notified if a center license is terminated.
-Complaints registered against centers are responded to; Maine DHS has an abuse investigation unit for facilities.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for other center staff is 18.
-No information provided regarding compliance with ADA in staff hiring.

Staff Prescreening
-Staff prescreening required for criminal records background check, child abuse clearance, and measles immunization.
-Not required: Fingerprinting, TB skin test, medical exam, chest x-ray, AIDS test, Hib immunization, drug and alcohol tests; TB prescreening policy has not recently changed.
-Conditional hiring prior to results of prescreening is allowed.
-3 written references required for director.
-Licensed facility responsible for the actions of substitutes in the same way that it is for other staff.

Staff Training
-Preservice education and/or experience required for center directors and lead/head teachers; kindergarten programs within centers must have certified teachers; assistant teachers, teacher aides, or the dietician and kitchen staff --no requirements.
-Annual in-service training required; 24 hours/year for staff working more than 20 hours/week, 12 hours/year for staff working under 20 hours/week.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-The facility must obtain information specified in rules regarding health, immunizations, parent information, authorization for emergency medical care and others.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including the Hib immunization. The center must meet standards set by the State Immunization Program: (207) 287-3746.

Discipline Policy
-Corporal punishment is not allowed; other prohibited practices: sexual abuse, lack of supervision, neglect, withholding food and drink, derogatory remarks to or about children or parents, name calling, shaming or embarrassment, unusual confinement.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-In 1998, as a condition of licensure, centers will be required to test their environment for lead; no provision for asbestos or radon; records will be kept.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in the facility when children are present.

Swimming Pool Policy
-Guidelines for swimming pools: must be cleaned daily and protected to prevent access without supervision.
-Child/staff ratio not affected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Rules related to centers operating their own vehicles.

Infant Care Programs
-Separate section in regulations for centers which service infants.
-No information given regarding centers which provide care to "infants only."

Overnight Care Programs
-No special regulations exist for centers providing overnight care.
-Centers do provide overnight care, but exact number is unknown.

School Age Care Programs
-Separate rules related to activities for before and after school programs exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Division of Purchased Services: (207) 287-5060.

Programs for Children with Disabilities
-Center must offer appropriately trained staff for the child.
-Compliance with ADA in providing services to children is done according to the individual needs of the child.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Contact (800) 452-1999.

Local Contact
-There are regional DHS offices for Social Service delivery; child care licensing is administered from central administrative office.

New or Pending Legislation
-None.
-No expected changes in child care center regulations as a result of welfare reform.

MARYLAND (MD)

Information
Supplied by: Hazel Watson
Assistant Director of Licensing
Department of Human Resources
Child Care Administration
311 W. Saratoga St., 1st. Floor
Baltimore, MD 21201
PHONE: (410) 767-7805 or 7810
FAX: (410) 333-8699

Number and Definition of Regulated Programs

-2,077 licensed centers (includes nursery schools, prekindergartens, and religiously affiliated centers).
-Nursery schools and prekindergartens receive certificates from the State Board of Education, 200 W. Baltimore Street, Baltimore, MD 21201 stating approval for educational programs and receive licenses from the Child Care Administration.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety initially and annually thereafter; building code inspections required initially and when changes to the structure housing the center; zoning approval required.
-General liability and professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft. (if licensed prior to 12/1/71, 30 sq. ft.); no outdoor.
-Staff/child ratios: infants - 1:3; young toddlers 1:3; two year olds - 1:6; preschool - 1:10; school age - 1:15; mixed age groups - varies by ages.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: two years olds (maximum group size - 12); 3 or 4 year olds (maximum group size - 20); and 5 years and older (maximum group size - 30); mixed age group of preschoolers (maximum group size - 20); a maximum of 6 two year olds may be in a mixed age group of 13-20 children. For MD Department of Education Approved Educational Programs: two year olds (maximum group size - 12); 3 year olds (maximum group size - 24); and 4 year olds (maximum group size - 30); when 2, 3, 4, and 5 year old children are grouped together in mixed groups, the average age as of December 31 of that school year is used for determining group size. Group sizes for all ages may vary during outdoor play and special activities such as field trips and assemblies, only if the operator maintains the staff/child ratios required.
-Center must have at least one staff person on duty at all times with current CPR and first aid training certificate, including on field trips.

Unannounced Inspection Policy

-Unannounced inspections occur with complaint investigations and new licensing monitoring, as needed.

Complaint Procedure

-No policies that require immediate closing of a day care center, although health officers retain authority to order closure if public health emergency; emergency suspensions require operations cease within 72 hours of receiving the notice.
-Noncompliance situations where children are not in jeopardy require a warning, which may be followed for chronic violations, denial of renewal, or revocation.
-Provisional licenses may be issued for up to 6 months.
-Resource and referral agencies are notified in writing immediately when a center is closed.
-All complaints both written and oral that relate to the violation of a regulation, including anonymous complaints, shall be investigated and a written report of the findings prepared.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age for director is 21; group leaders and senior staff is 20; aides and substitute aides is 16; other substitutes is 18.
-Compliance with ADA in staff hiring: Child care center licensing regulations do not enforce ADA; however, federal regulations require compliance by centers and centers are held accountable through the use and occupancy office, the fire marshal's office, and EEOC.

Staff Prescreening

-Child abuse clearances required for directors, operators, owners, and board members who have access to children; FBI fingerprinting required for all one time; criminal records background check required each time employee changes employment; medical examination required within six months of employment and only once if there is no gap in employment.
-TB skin test and chest X-ray required only if indicated or required by the local health officer; no recent change in TB screening policy.
-Not required - Hib and measles immunizations for staff in licensed child day care centers; however, pre-employment medical report recommends a review of immunization status.
-Not required - AIDS, drug, and alcohol tests.
-Conditional hiring not allowed prior to results of prescreening.
-Written references not required.
-Temporary substitutes for aide must be 16 years of age, other substitutes should be at least 18 years of age and comply with regulations pertaining to criminal background investigations and a written medical report.

Staff Training

-Preservice education and/or experience required for center directors, lead teachers and school age group leaders; no requirements for aides, dietician or kitchen staff.
-6 clock hours of in-service training required annually for directors; 3 clock hours for group leaders and senior staff.
-Special training required for infants and toddlers (3 semester hours); no special training required for the care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Center must have on file on every child: emergency medical permission, written health report, record of immunizations, daily attendance.
-Center must have on file for infants and toddlers a written individualized schedule that addresses each child's normal pattern of activities such as sleeping and eating. These schedules must also be posted in the care area for daily reference and re-evaluated by parent and staff every 2 months.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized at admission and is a retention requirement.
-Regarding the Hib immunization, children 2 to 59 months are required to receive HIB vaccines; no Hib vaccines are required for children 60 months or older; Hepatitis B vaccine is required for those enrollees born on or after 4/1/94.

Discipline Policy
-No form of corporal punishment may be used; a child may not be subjected to any injurious treatment or discipline methods which create undue discomfort or mental distress.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-As a condition of licensure, centers must be tested for lead; records are kept on file.
-Regulations prohibit a center operator from using any paint containing lead on any structural surfaces, equipment or furnishings; toys must be free of lead paint.
-Deteriorated paint must be tested for lead prior to any repair or treatment.
-Lead testing must be performed on surfaces to be renovated in child care centers.
-A child care center may be required to test for asbestos or radon if there is reason to believe a problem may exist.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in all public places in the state (except bars) including child care facilities.

Swimming Pool Policy
-Guidelines include: Prior written approval from a child's parent on a form approved by the Child Care Administration; continuous staff supervision is required for wading area 4 feet or less in depth; lifeguard holding American Red Cross Advanced Life Safety Certificate or YMCA Senior Life Saver for depth of water exceeding 4 feet. Lifeguard shall be at waterside and not included in required staff/child ratio; one-to-one staff/child ratio must be maintained if water is over child's chest and child cannot swim. An exception is swimming lessons approved by American Red Cross.
-A center may only use swimming facilities meeting applicable local standards of health, sanitation and safety.

-Child/staff ratio is affected: one-to-one ratio for each child who cannot swim and the water is over the child's chest.
-Staff not required to have Red Cross lifesaving training: When depth of water exceeds 4 feet, a lifeguard with above qualifications must be present.

Transportation Policy
-Regulations concerning the transportation of children are administered by the Motor Vehicles Administration of the Dept. of Transportation.

Infant Care Programs
-Separate section in the regulations dealing with infants.
-There are centers providing care to "infants only," defined as under 2 years of age.
-Currently, CCA is unable to provide the number of "infant only" centers; however, there are approximately 1,799 infant "slots" in all child care centers throughout the state of Maryland.

Overnight Care Programs
-There are no regulations for overnight care by child care centers; however, a center must request approval from CCA prior to providing overnight care and submit a written plan of operation to be approved by CCA.
-One center provides overnight care in the state of Maryland.

School Age Care Programs
-No separate regulations. Specific regulations for school age care are included in child care center licensing regulations.

Sick Child Care Programs
-A section of the regulations is devoted to requirements for centers caring for children with acute illnesses. Those regulations address additional training requirements for the director and staff, use of a health consultant, infection control procedures, and requirements for an approved plan of operation and a plan for each child.

Subsidized Child Care Programs
-Is available; contact Linda Zang, Child Care Administration, Office of Program Development, 311 W. Saratoga St., 1st Floor, Baltimore, MD 21201: phone (410) 767-7813.

Programs for Children with Disabilities
-Current regulations have additional requirements for centers caring for children with disabilities and are in the process of being revised. Any conflicts between the current regulations and the ADA requirements are to be settled in favor of the ADA.
-Caregivers are given a copy of ADA information and resources.

National Life Safety Fire Code
-Has been adopted; required fire control equipment and fire escapes in case of fire and other emergency.

Child Abuse and Neglect
-Call Department of Human Resources (DHR): (410) 767-7758 or Child Protective Services (410) 767-6519; or call local DSS offices between 8:30 AM - 4:30 PM.

Local Contact

-The Child Care Administration has 13 regional and 2 field offices:
 -Region I: 100 Community Place, Rm. 2500, Crownsville, MD 21032; (410) 514-7850.
 -Region II: 2701 N. Charles St., 3rd Fl, Baltimore, MD 21218; (410) 554-0457.
 -Region III: 409 Washington Ave., Ste. LLS, Towson, MD 21204-4907; (410) 321-2240.
 -Region IV: 807 Brightseat Rd., Landover, MD 20785; (301) 499-3600.
 -Region V: 51 Monroe Street, Ste. 200, Rockville, MD 20850; (301) 294-0344.
 -Region VI: 3300 N. Ridge Rd., Ste. 190, Ellicott City, MD 21043; (410) 750-0324.
 -Region VII: 6 W. Washington St., Hagerstown, MD 21741; (301) 791-4585.
 3 Pershing St., Cumberland, MD 21502; (301) 777-2385.
 215 S. Third St., Oakland, MD 21550; (301) 334-3426.
 -Region VIII: 301 Bay St., Ste. 3-5, Easton, MD 21601 (410) 819-5801.
 -Region IX: 201 Baptist St., Ste. 32, Multi-Service Bldg., 2nd Fl., Salisbury, MD 21801; (410) 543-6731
 -Region X: 32 Courthouse Dr., Leonardtown, MD 20650; (301) 475-3770.
 -Region XI: 413 W. Bel Air Ave., Ste. 106, Aberdeen, MD 21001; (410) 272-5358.
 -Region XII: 7470 New Technology Way, Ste. P, Frederick, MD 21701; (301) 696-9766
 -Region XIII: 1004 Littlestown Pike, Westminster, MD 21158; (410) 751-5438.

New or Pending Legislation

-None.
-No changes in child care center regulations are expected as a result of welfare reform.

MASSACHUSETTS (MA)

Information
Supplied by: Sandra Freedman
Office for Children
1 Ashburton Place
Boston, MA 02108
PHONE: (617) 727-8900
FAX: (617) 727-0528

Number and Definition of Regulated Programs

-2,169 licensed centers.
-Nursery schools, prekindergartens, Head Start programs, and religiously affiliated centers are included in the number; some private educational systems provide exempt care by statutory definition; these exempted centers are regulated through their local school departments.

Requirements

-License required; preapproval inspection required.
-Provisional licenses are renewed every 6 months; regular licenses are renewed every 2 years.
-License fees: for 2 year license: capacity of 1-39 - $200, capacity of 40+ - $300; for 6 month license: capacity of 1-39 - $150, capacity of 40+ - $250; capacity change with regular license - $50, capacity change with provisional license - no charge; limited school age license - $50.
-Building code inspection required annually; Local Health Dept. inspection required annually for programs serving hot meals to 13 or more children; lead paint inspection for new centers unless recently built; well water test and fire safety inspection required in some communities.
-General liability or professional liability not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft. per child; outdoor - 75 sq. ft. (per child using it); with outdoor space it is permissible to rotate groups of children through the space.
-Staff/child ratios: infants - 1:3 and 2:4-7; toddlers - 1:4 and 2:5-9; preschool 1:10 (full day center), 1:12 (half day center); school age - 1:13; mixed age groups: infants up to 2 yrs./9 mos. - 1:5; 2 yrs./9 mos. to 7 yrs. - 1:10.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: infants < 15 months (maximum group size - 7); toddlers > 15 months < 33 months (maximum group size - 9); preschoolers > 33 months < 57 months (maximum group size - 20); and mixed infant/toddler or toddler/preschool (maximum group size - 9).
-One CPR trained person for children on the premises when children are present; all training must be kept current.

Unannounced Inspection Policy
-New centers receive at least one unannounced visit during the first six months of operation; most complaints are investigated through unannounced visits.
-Centers also receive as many health and safety visits unannounced as possible, depending upon the number of licensing staff.

Complaint Procedure
-Routinely the director is advised of noncompliances found during the exit interview and again in writing; more serious response is the exception.
-Authorized to close centers on an emergency basis or to issue notice of intent to close with the program remaining open through the appeal process.
-Unless immediate compliance is necessary, the center proposes a reasonable method and time frame for compliance.
-Resource and referral agencies are notified of legal action taken against centers.
-Complaints registered against centers are written on specific form and assigned for follow-up.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for teacher level and above is 21 with a high school diploma; minimum age for teacher aide is 16.
-Compliance with ADA in staff hiring: All new and moving centers must be physically accessible; all staff must receive in-service training on disabilities; programs must make reasonable accommodations.

Staff Prescreening
-Center staff required to be prescreened by criminal records background check if they have the potential for unsupervised contact with children (access to any area where children may be unsupervised); requires a certification from a physician: negative Mantoux TB test in accordance with current public health law; medical examination is required every 2 years; MMR immunity is required; no recent changes in the TB screening policy.
-Not required - fingerprinting, child abuse clearance, AIDS test, Hib immunization, and drug and alcohol tests.
-Conditional hiring is not allowed.
-Center administrator must document telephone reference checks.
-If a temporary substitute is required for staff/child ratios, all regulations apply for temporary substitute.

Staff Training
-Preservice education and/or training required for center directors and teachers, and orientation required for all staff prior to being responsible for a group of children; no requirements for assistant teachers, dietician or kitchen staff.
-20 hours annual in-service training required for center staff, with at least 25% in the area of children with disabilities.
-First aid training is required within 6 months of employment for all direct care staff and non-teaching administrators.
-Special training required for infant/toddler care; each center must have a health care consultant.

Child Documentation Policy
-Specific state guidelines for child enrollment exist.

-For children under the age of 6 years, but not less than 2 years of age, the licensee shall admit a child to the center only if provided with a statement signed by a physician or an employee of a health care agency stating that the child has been screened for lead poisoning; for all children admitted to care prior to 2 years of age, the licensee shall obtain within one month after the child's second birthday a statement signed by a physician or an employee of a health care agency stating that the child has been screened for lead poisoning.

Child Immunization Policy
-Enrolled children are required to be immunized, including the Hib immunization; periodicity schedule developed by MA Dept. of Public Health in conjunction with Centers for Disease Control.

Discipline Policy
-Center must have a written policy posted and provided to parents and to staff.
-Corporal punishment is prohibited. No denial of food; no punishment for soiling or wetting.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.
-Consent must be updated annually.

Environmental Policy
-The licensee of a child care center shall assure that paint used in the center is lead free and provide evidence of a lead paint inspection as a condition of licensure; no requirement for radon or asbestos.
-There is no state financial assistance available for inspection or remediation in child care centers for lead, radon or asbestos.

Smoking Policy
-Smoking is not permitted in areas used by children during hours that children are in attendance.

Swimming Pool Policy
-Local Health Departments apply swimming pool regulations.
-No information provided child/staff ratios or staff requirement of Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children include a written plan and vehicle and driver requirements.

Infant Care Programs
-Specific differences within general regulations for infant age category.
-Centers can provide care to "infants only," defined as 1-15 months.
-Currently there is one "infant only" center in the state.

Overnight Care Programs
-State licenses overnight care as a pilot or demonstration project.
-No information regarding number of centers providing overnight care; they do have centers licensed to provide care for more than one shift.

School Age Care Programs
-Separate regulations exist for before/after school programs.

Sick Child Care Programs
-Regulations encourage the care of mildly ill children at centers and put in place infection control procedures for all centers.

Subsidized Child Care Programs
-Is available in form of both contracts and vouchers; contact Department of Social Services: (617) 727-0900.

Programs for Children with Disabilities
-Regulations updated in March, 1992, incorporated standards for care of children with disabilities in all centers. Provisions for physical accessibility of space used by new programs and programs that move.
-In addition to above, compliance with ADA in providing services for children involves staff receiving in-service training on disabilities. Programs must make reasonable accommodations.

National Life Safety Fire Code
-No information available.

Child Abuse and Neglect
-Department of Social Services has offices throughout the state; main phone number (617) 727-0900.

Local Contact
-Region 1: Springfield Regional Office
15 Mulberry Street
Springfield, MA 01105
(413) 784-1227
-Region 2: Worcester Regional Office
75A Grove Street
Worcester, MA 01605
(508) 792-7340
-Region 3: Beverly Regional Office
66 Cherry Hill Drive, Suite 100
Beverly, MA 01905
(617) 727-6852
-Region 4: Lakeville Regional Office
109 Rhode Island Road
Lakeville, MA 02347
(617) 727-1444 (within Boston)
(508) 947-1133
-Region 5: Boston Regional Office
24 Farnsworth Street, 1st Floor
Boston, MA 02210
(617) 727-8898

New or Pending Legislation
-None.
-Unsure about any changes in child care regulations as a result of welfare reform.

MICHIGAN (MI)

Information
Supplied by: Ted de Wolf, Director
DSS, Bureau of Regulatory Services
Division of Child Day Care Licensing
7109 W. Saginaw
P.O. Box 30657
Lansing, MI 48909-8150
PHONE: (517) 373-8300
FAX: (517) 335-6121

Number and Definition of Regulated Programs

-4,465 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated programs are included in this number; exception if parents are immediately available, licensing not required.

Requirements

-License required for private sector programs, approval required for governmental programs; preapproval inspection required.
-Licenses are renewed every 2 years; license fee required - $50 to $80 depending on licensed capacity; renewal fee is $25 to $40 depending on licensed capacity.
-Fire safety inspection required by a qualified fire inspector with initial licensure, when there are any structural changes, and with the addition of new child-used areas.
-General liability or professional insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 50 sq. ft. (for 2 wks. to 2 1/2 yrs.); 35 sq. ft. (for 2 1/2 yrs. and up); outdoor - 1200 sq. ft. with children in attendance more than 5 hours.
-Staff/child ratios: infants (up to 30 months) - 1:4; 2 1/2 to 3 years old - 1:10; 4 to 5 years old - 1:12; 6 to 12 years old - 1:20; 13 to 17 years old - 1:30; mixed age group (go to lowest age group for ratio).
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: none.
-One person, certified in first aid and age-appropriate CPR, must be on duty while the facility is in operation.

Unannounced Inspection Policy

-Unannounced visits may occur as part of a complaint investigation or during follow up to previously cited noncompliance when areas of concern include staff ratios, numbers of children, etc.
-Statutory required interim visits are conducted unannounced.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Non life-threatening violations require only a warning, with the expectation of compliance.
-Center has up to two years with 4 provisional licenses if moving towards compliance.
-Resource and referral agencies are notified when a center is closed through a copy of licensing print out containing names etc.
-Complaints are responded to in person or by phone call to determine the seriousness of the complaint; have developed guidelines; licensing consultant also handles abuse/neglect rather than protective services.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 18; 17 acceptable if satisfactorily completed 1 year vocational-occupational child care training approved by Dept. of Education.
-Compliance with the ADA in staff hiring is enforced and monitored by the Dept. of Labor. P.A. 116 does not give the authority to enforce the ADA Act.

Staff Prescreening
-Center director required to be prescreened by child abuse clearance; TB clearance, criminal records background check, and medical examination required for all staff; no recent changes in TB screening policy.
-Not required - fingerprinting, HIB and measles immunizations, AIDS, drug and alcohol.
-Conditional hiring for directors prior to results of prescreening is generally not allowed.
-Centers are required to screen center staff for suitability.
-No policies regarding the requirements for temporary substitutes.

Staff Training
-All center staff must be of responsible character and suitable to meet the needs of children; center director required to have preservice education (CDA or 60 semester hours) with 12 hours in child development, child psychology, or early childhood education.
-Annual in-service training not required.
-CPR/first aid not a separate training requirement.
-No special training for infant care, care for children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Child immunization record, child information card, emergency medical care card, medical examination, and written instructions from parents for any medications are required to be on record.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-Enrolled children must have the Hib immunization, as required by DPH.
-Only exception to immunization requirement for religious beliefs.
-All children, age two months and older, who attend preschool programs or licensed child care centers are required to have at least one dose of hepatitis B vaccine (complete immunization takes 3 doses).

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in all child care facilities.

Swimming Pool Policy
-Guidelines require pools to be constructed and operated in compliance with Act 368, P.A. 19:78.
-Child/staff ratio is affected: For non-swimmers over 2 1/2, chest height: 1 to 4, above chest height: 1 to 1; For swimmers, 2 1/2 - 3: 1 to 10, 4 - 5: 1 to 12, 6 - 12: 1 to 12.
-The lifeguard is the only individual required to have training by Red Cross, YMCA, or basic lifeguarding.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Additional regulations for centers which service infants and toddlers exist.
-There are centers providing care to "infants and toddlers only." Infant and toddlers means 2 weeks to 2 1/2 years.
-Data not immediately available for the number of "infant and toddlers only" centers. Very few centers provide care to "infants toddlers only."

Overnight Care Programs
-Special regulations include: separate area away from sleeping children where the child can engage in quiet activities; a bed and a mattress with a waterproof covering, of a size appropriate to the age of each child.
-Centers do provide overnight care, but exact number is unknown. Very few centers provide overnight care.

School Age Care Programs
-Provisions for Care of Children 6 years of age and older include:
The ratio of caregivers to children present at any one time in the center and during outdoor activities and field trips shall be based upon the following provisions:

a. For children 6 to 12 years of age, there shall be 1 caregiver for 20 children or a fraction thereof beyond the first 20, including children who are related to the staff and the licensee.
b. For children from 13 to 17 years of age, there shall be 1 caregiver for 30 children or a fraction thereof beyond the first 30, including children who are related to the staff and the licensee.

-A center shall provide a program that has opportunities for each child: to plan, carry out, and evaluate his or her own activities; to experience diversity of activities within the center, the neighborhood, and the total community; to participate in recreational activities, including sports appropriate to age.

Sick Child Care Programs
-No separate regulations for caring for sick children, but anticipate future rules.

Subsidized Child Care Programs
-Is available; contact Day Care Services, (517) 373-0356.

Programs for Children with Disabilities
-No separate regulations.
-Compliance with ADA in providing services to children is enforced and monitored by the Dept. of Labor. P.A. 116 does not give the authority to enforce the ADA.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-In offices where staff are located or call central office and will be referred: (517) 373-8300.

Local Contact
-Staff located in Alpena, Benton Harbor, Bloomfield Hills, Clinton Township, Detroit, Escanaba, Flint, Grandhaven, Grand Rapids, Holland, Kalamazoo/Portage, Lansing, Marquette, Midland, Mt. Pleasant, Muskegon, Saginaw, Sault Ste. Marie, Traverse City, and Upsilanti; for phone number and address of a specific local office, call: (517) 373-8300.

New or Pending Legislation
-None.
-No expected changes in child care center regulations as a result of welfare reform.

MINNESOTA (MN)

Information
Supplied by: Dennis Curran
DHS, Division of Licensing
444 Lafayette Rd.
St. Paul, MN 55155-3842
PHONE: (612) 296-3971
FAX: (612) 297-1490

Number and Definition of Regulated Programs
-1,487 licensed centers.
-Nursery/preschools are not licensed separately.
-Number of licensed centers includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Full day program licenses renewed every two years; 1/2 day program licenses renewed every 2 years; base fee for licensing plus amount per child for licensed capacity: $27 plus $3; money goes into the state's general fund.
-Separate inspections required initially by Fire and Health Departments and Building code.
-No general liability or professional liability insurance required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
-Staff/child ratio: infants - 1:4; toddlers - 1:7; preschool - 1:10; school age - 1:15; mixed age groups - ratio for youngest child present.
-Naptime staff/child ratios: No change; same as above.
-Group size delineations: infants (maximum group size - 8); toddlers (maximum group size - 14); preschoolers (maximum group size - 20); and school age (maximum group size - 30).
-Teachers and assistant teachers required to be trained in first aid; one person at center must be trained in CPR.
-Special additional regulations for drop-in centers.

Unannounced Inspection Policy
-Unannounced monitoring visits occur for licensing review, complaint investigations and reinspection.

Complaint Procedure
-Various options for negative action are available.
-Nature of complaint determines how long center has to come into compliance.
-Complaints registered against day care centers are investigated, correction action is ordered, and center is reinspected.

Staff Requirements
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director, teacher, and assistant teacher is 18; minimum age requirement for aide is 16.
-Compliance with ADA in staff hiring involves training sessions.

Staff Prescreening
-Criminal records background check and child abuse clearance required for center staff at initial employment at center's relicensing; fingerprinting only required if person has a record of crime in or out of state.
-Not required - TB skin test, chest x-ray, medical exam, AIDS test, Hib and measles immunizations, and drug and alcohol tests; policy regarding TB testing has not changed recently.
-Conditional hiring is allowed.
-Written references are not required.

Staff Training
-Preservice education and/or experience required for day care center directors, lead/head teachers, and assistant teachers; can qualify under a variety of options combining education and experience; only age requirement and orientation for teacher aides; no requirements for the dietician and kitchen staff.
-Cultural dynamics and disabilities training required for licensed child care center staff and shall include training in the cultural dynamics of early childhood development and child care; this training is designed to achieve outcomes for caregivers that include understanding and support of the importance of culture and differences in ability in children's identity development; understanding the awareness of cultural differences and similarities in working with children and their families; understanding and support of the needs of families and children with differences in ability; developing skills to help children develop unbiased attitudes about cultural differences and differences in ability; developing skills in culturally appropriate caregiving; and developing skills in appropriate caregiving for children of different abilities.
-2% of hours employed required for participation in annual in-service training.
-No special training for infant care, sick child care, or drop-in care.

Child Documentation Policy
-Certain documents and records are required for child enrollment, i.e., registration, health summary, immunization, emergency information, etc.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.
-Children are not required to be screened for blood lead levels prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including Hib immunization, which follow Dept. of Health requirements.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Testing of child care facilities for the presence of lead, radon or asbestos is not required as a condition of licensure.

Smoking Policy
-No policy regarding smoking; but State Statute requires no smoking.

Swimming Pool Policy
-Use only when supervised by someone with first aid and CPR in chlorinated pools.
-Child/staff ratio unaffected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Additional requirements appropriate for infants served.
-There are centers providing care to "infants only," defined as 6 weeks to 16 months.
-State only has a few "infant only" centers, but their database cannot pull out the exact number.

Overnight Care Programs
-Regulations for overnight care are: Requirements for mattresses; separate dressing rooms, etc.
-2 or 3 centers provide overnight care--database cannot pull out exact number.

School Age Care Programs
-Additional requirements appropriate to school age children served.

Sick Child Care Programs
-Special additional regulations in the care of sick children exist.

Subsidized Child Care Programs
-Is available; contact the Department of Human Services, Family and Children's Services Division, (612) 296-3800.

Programs for Children with Disabilities
-Additional requirements appropriate to ages of children served; also see additional requirements under "Staff Training" category.
-Compliance with ADA in providing services to children involves offering training sessions on ADA.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-May report to each county's child protection Director; local police; or DHS, Licensing Investigations Unit: phone (612) 296-3971.

Local Contact
-3 of the 9 licensors live outside metro area and use their home as their office.

New or Pending Legislation

-None.

-There may be changes in child care regulations as a result of welfare reform.

MISSISSIPPI (MS)

Information
Supplied by: Diane Herring, Director
Department of Health
Division of Child Care
P.O. Box 1700
Jackson, MS 39215-1700
PHONE: (601) 960-7613
FAX: (601) 960-7948

Number and Definition of Regulated Programs

-1,546 licensed centers.
-Half-day programs and religiously affiliated centers are included in the number; totals are not complete as some half-day programs still being identified.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; license fee ranges from $30 - $200; fees are used for program administration. [Refer to New or Pending Legislation.]
-Fire safety survey required annually; food service inspection required 2 times a year; building code inspection required in municipalities with building codes.
-General and professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State. [Refer to New or Pending Legislation.]

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 70 sq. ft. [Refer to New or Pending Legislation.]
-Staff/child ratios: 0 to 11 months - 1:3-5; 1 year olds - 1:7-9; 2 year olds - 1:10-12; 3 year olds - 1:12-14; 4 year olds - 1:14-16; 5 year olds and up - 1:14-20; mixed age groups - ratio required for youngest child in group. [Refer to New or Pending Legislation.]
-Naptime staff/child ratios: with the exception of children under the age of 2, children may be under the direct supervision (staff in the same room) of 50% of the staff required above, provided the staff to child ration is maintained on the premises.
-Group size delineations: infants - 2 years (maximum group size - 9-10); 2-4 years (maximum group size - 12-14); 4-6 years (maximum group size - 16-20); 5-9 years (maximum group size - 20); 10-12 years (maximum group size - 25); and 5-12 years (maximum group size - 20); compliance with group sizes is not required during normal arrival and departure time periods. [Refer to New or Pending Legislation.]

Unannounced Inspection Policy

-Unannounced inspections take place in complaint investigations and as needed if facility has conditional/probational license.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Severity of violation sets limits for length of time center has to come into compliance.
-Resource and referral agencies are notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirements: director - 21; caregiver - 18; caregiver assistant - 16.
-According to agency legal staff, child facilities comply with ADA as a public entity or facility; this agency does not regulate compliance.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance and criminal background check; measles immunization required.
-Not required - fingerprinting and Hib immunization.
-Center policy sets requirements for TB skin test, chest x-ray, medical examination, AIDS test, drug and alcohol tests; no recent changes in TB screening policy, but reinstatement of TB testing is being considered by the State Board.
-Centers require written references.
-Substitutes must meet qualifications for the position.
-No information on conditional hiring policy.

Staff Training
-Preservice education and experience required for center director, lead/head teachers, assistant teachers, and teacher aides; service staff must have the same personal qualifications as required of other staff. [Refer to New or Pending Legislation.]
-15 hours of in-service training required.
-Director must complete needs assessment and set priorities for infant, children with disabilities, sick child and drop-in care.
-CPR/first aid is a separate preservice and/or in-service training requirement.

Child Documentation Policy
-No specific state guidelines for child enrollment.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure; however, if inspection suspects any of these conditions, testing/abatement is required.

-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in child care facilities. [Refer to New or Pending Legislation.]

Swimming Pool Policy
-Pools must have six foot fences, locked gates and staff be CPR/first aid/life safety certified.
-Child/staff ratio is affected; ratio and lifeguard(s) - number based on age and number of children.

Transportation Policy
-Special additional regulations exist.

Infant Care Programs
-No special regulations; no "infant only" centers.

Overnight Care Programs
-Special additional regulations regarding bathing, sleeping and meals.
-14 "overnight care" (24 hour) centers.

School Age Programs
-New regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Department of Human Services: (601) 354-0341.

Programs for Children with Disabilities
-Separate regulations exist; mainstreaming is recommended.
-In compliance with ADA.

National Life Safety Fire Code
-Have adopted sections addressing child care/educational occupancy - mainly prohibit second floor occupancy, etc. [Refer to New or Pending Legislation.]

Child Abuse and Neglect
-Call (800) 227-8000.

Local Contact
-Contact county health departments and public health environmentalist.

New or Pending Legislation
-The following changes are expected to go into effect on January 1, 1997:
-Application fees have been restructured to reflect a minimum of $50 for centers with capacities of 12 or less to a maximum of $200 for centers with more than 50 children.
-All fire inspections must now meet the specifications of the Life Safety Code.
-Procedures for the signing in and signing out of children must be established in each center.

-Smoking and the use of all tobacco products is now prohibited within all centers, on outdoor playground areas, and in any area where children are present.
-Starting January 1, 2000, the educational requirements for child care director will increase to a bachelor degree, or an associate degree with experience. Those presently acting as child care directors who will not meet the minimum qualifications will be grandfathered.
-The child to staff ratio has been edited to indicate a precise figure, as opposed to the range that existed in the old regulations. The ratio has not be altered: 0-11 months (1:5); 1 year (1:9); 2 years (1:12); 3 years (1:14); 4 years (1:16); 5-9 years (1:20); and 10-12 years (1:25).
-The grouping sizes have been edited to indicate a precise figure, as opposed to the range that existed in the old regulations: Infants and Toddlers (maximum group size - 10); 2-4 years (maximum group size - 14); 4-6 years (maximum group size - 20); 5-12 years (maximum group size - 20); and 10-12 years (maximum group size - 25).
-A minimum rest period time of 1 hour and a maximum time of 2 1/2 hours has been set for children under the age of 6.
-For full time centers a minimum of 2 hours must be spent in outside activities, weather permitting; for part time center a minimum of 1 hour must be spent in outside activities, weather permitting.
-Specific safety guidelines, including the requirement to secure swings and climbing equipment, are clearly set forth; fall zones and required surfaces to prevent injuries are specified.
-Kitchens will be required to be totally enclosed, and specific regulation are set forth for facilities with 12 or less children.
-The required outdoor playground area has been changed from 70 sq. feet per child to 75 sq. ft. per child, but the new requirement states that the area need only accommodate 33% of the licensed capacity at one time.
-Requirements for centers utilizing indoor playground areas have been established with the square footage requirement being the same as that required for outdoor playground areas.
-Specific discipline practices have been prohibited.
-The MSDH will have the ability to impose fines at the time of inspection (subject to appellate rights), based upon a fixed schedule.
-No additional changes in regulations are expected as a result of welfare reform.

MISSOURI (MO)

Information
Supplied by: Margaret Franklin
Department of Health
Bureau of Child Care Safety
and Licensure
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Jefferson City, MO 65102
PHONE: (573) 751-2450
FAX: (573) 751-6010

Number and Definition of Regulated Programs
-1,435 licensed day care centers.
-Number of licensed centers does not include nursery schools, half day programs, or facilities operated by religious organizations.

Requirements
-License required (for people caring for more than 4 unrelated children); preapproval inspection required.
-Licenses are renewed every 2 years; no fee.
-Separate inspections required annually by State Fire Marshall.
-General or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool 1:10; school age - 1:16.
-Naptime staff/child ratios: if more than 50 children, the director is not included in ratios except during naptime or on an emergency substitute basis.
-Group size delineations: infant care only.

Unannounced Inspection Policy
-Facilities are visited twice per year. Normally, one of the visits is unannounced. They may be placed under close supervision and visited more often in some cases.

Complaint Procedure
-Facilities can be closed by an order of injunctive relief.
-Licenses may be denied or revoked by the director of the Dept. of Health or designee.
-Length of time that center has to come into compliance determined by individual case-by-case basis.
-Complaints against a facility are investigated within 7-30 days, dependent upon the severity of the case.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a facility is 18.

Staff Prescreening
-Staff prescreening requires child abuse clearance; TB skin test and medical exam; TB test is required annually; no recent changes in TB screening policy.
-Not required - fingerprinting, criminal records background check, Hib and measles immunizations, AIDS, drug and alcohol tests.
-No information available on conditional hiring.
-No written references required.
-No specific qualification requirements for substitutes.

Staff Training
-Preservice education and/or experience varies dependent on the size of the facility.
-12 hrs annual in-service training required for all staff in all types of facilities.
-No special training for infant care, care of children with disabilities, sick child care, or drop-in care.
-No training in CPR or First Aid required.

Child Documentation Policy
-Medical examination reports and an individualized plan for children with special needs must be on file; reports submitted to the Missouri Department of Health.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including the Hib immunization; 20% of the facilities are physically monitored for compliance through spot checks.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent is required, but does not have to be notarized.

Environmental Policy
-Regulations require centers to be tested for lead as a condition of licensure; results of testing are kept on file; no requirement for radon or asbestos, but visual observation for asbestos is part of inspection.
-Limited state funds could be available through block grant funds for inspection and remediation in child care facilities of lead and asbestos, but not for radon; none is funded at this time.

Smoking Policy
-No smoking legislation has passed; implemented for religious facilities and nursery schools, but not for licensed facilities until current rule revision is finalized.

Swimming Pool Policy
-Guidelines include: Swimming and wading pools used by children shall be constructed, maintained, and used in a manner which safeguards the lives and health of the children; both types of pools require water filtration systems; both shall be fenced to prevent access by children, with fence at least 42" high and locked gate. Above-ground pools have 42" fence with barricade to steps of pool deck; children using both pools shall be instructed in water safety and supervised by an adult at all times.
-Child/staff ratios unaffected, remaining the same as for regular outdoor care.
-Staff required to have lifesaving training, specifically an adult with a current lifeguard training certificate, including infant/child CPR, shall be on duty at all times when swimming or wading pool containing a depth of 48" or more of water is being used; an adult who has completed a course in basic water safety, including infant/child CPR, shall be on duty when pool containing less than 48" of water is being used.

Transportation Policy
-Required by licensing rules: permission necessary by parent(s) for field trips, transportation to and from school, and other transportation; permission required for school-age children to leave the facility to participate in classes, clubs, or other activities, naming the activity, time of leaving and returning, and the method of transportation to and from the activity.

Infant Care Programs
-Additional regulations for infant care.
-There are centers that provide care to "infants only," defined as 0-2 years.
-No information available regarding number of "infant only" day care centers in the state.

Overnight Care Policy
-Special regulations include: facilities providing overnight care on a regular basis must be licensed for that type of care; special effort shall be made by caregivers to individualize care at children's bedtime and awakening, including consultation with parent concerning child's particular behavior patterns at those times; if parents come to pick up their children at various hours during overnight care, room arrangements will take into consideration child's need for undisturbed sleep; toiletry items shall be individually marked with child's name; night-lights located in areas as required by individual children's needs; separate sleeping and dressing areas provided for school-age boys and girls; during sleeping hours, caregivers shall be in close proximity to sleeping areas in order to respond to children needing attention; one caregiver shall be awake at all times; adults on premises limited to staff, parents, or authorized individuals.
-Exact number of centers providing overnight care unavailable.

School Age Care Programs
-No separate rules for school-age care.

Sick Child Care Programs
-No separate rules.

Subsidized Child Care Programs
-Is available; contact Division of Family Services, P.O. Box 88, Jefferson City, MO, 65103: phone (573) 751-3124.

Programs for Children with Disabilities
-Center must have a specialized plan on file for children with disabilities; mainstreaming is not required.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Child Abuse Hotline at (800) 392-3738.

Local Contact
-Department of Health, Bureau of Child Care Safety and Licensure.

New or Pending Legislation
-None.
-Expectation that more child care will be needed under welfare reform but no changes in regulations are anticipated.

MONTANA (MT)

Information
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Number and Definition of Regulated Programs
-251 licensed centers.
-Nursery schools and prekindergartens are not licensed/regulated.
-Religiously affiliated centers, if providing "day care" as defined in the state code, must be licensed.

Requirements
-License required; preapproval inspection by Health Department, Fire Marshal and DPHHS day care staff required.
-Licenses are renewed annually; no fee.
-Separate inspections required annually by Fire & Health Departments.
-Generally liability insurance required; professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool - 1:10; school age 1-14.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: none.

Unannounced Inspection Policy
-Centers are visited twice a year with one visit unannounced.

Complaint Procedure
-Policies exist that require immediate closing of a center, if the children are in immediate danger.
-Resource and referral agencies notified if a center is closed; list of licensed/registered providers are shared frequently.
-Complaints are investigated as a first priority and as staffing permits.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 16 for an aide, and 18 for a primary caregiver; aide must be directly supervised by a primary caregiver.

-Compliance with ADA in staff hiring not included in rules; however, facilities are bound simply by ADA itself.

Staff Prescreening
-Center staff required to be prescreened by child abuse clearance, criminal records check, MMR and Td immunization and TB skin test; all caregivers must show results of TB test - must be tested at initial employment and upon exposure; drug and alcohol test can be requested if there is any question.
-Not required - fingerprinting, chest x-ray, medical examination, AIDS test, and Hib immunization.
-Conditional hiring is not allowed.
-Written or verbal references are required.
-No policy regarding the use of temporary substitutes.

Staff Training
-Center director, lead/head teachers, and assistant teachers required to be at least 18 years old, BA in education or related field; AA degree in a related field and 1 year experience in child care or CDA or 3 years experience in child care. If director acts as caregiver, individual must meet qualifications as a primary caregiver (at least 18 years old and 2 years experience).
-Teacher aides required to be at least 16 years old, and have 8 hours on-the-job training; no requirements for dietician and kitchen staff.
-Must have 8 hours of training per year.
-CPR/multimedia first aid is separate training requirement.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care; although this training is not required by rule, the resource and referral organizations offer it on a regular basis.

Child Documentation Policy
-Enrollment forms are used.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-All children required to be immunized, including Hib immunization. Hib is only required for children under 5 years of age.

Discipline Policy
-No use of spanking or other forms of corporal punishment.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in child care facilities at times when the children are in care.

Swimming Pool Policy
-Guidelines are the same as for other facilities--must be surrounded by fencing, sanitized, supervision by certified lifeguard.
-Child/staff ratios remain constant; not affected.
-Staff is required to have Red Cross lifesaving training.

Transportation Policy
-Written consent of parent is required for transporting children; vehicle must have safety restraints fastened when in motion and every child must be in a safety restraint when in the vehicle.

Infant Care Programs
-Additional requirements exist for centers which service infants.
-Approximately 5 centers provide care to "infants only."
-Infant defined as birth to 2 years.

Overnight Care Programs
-Special regulations for overnight care: staff must remain awake; have plans which will provide for personal safety; offer a nutritious meal.
-It is estimated that 5-10 centers provide overnight care.

School Age Care Programs
-Shall supplement and augment the child's activities at school and home; supervision for pursuits in crafts, sewing, etc.; provisions for outside activities; children to participate in making rules; parental involvement.

Sick Child Care Programs
-Though not yet regulated, state is in the process of exploring this alternate type of care.

Subsidized Child Care Programs
-New programs as created by Child Care and Development Fund; contact Department of Public Health and Human Services, Child Care Unit: phone (406) 444-5900.

Programs for Children with Disabilities
-Compliance with ADA in providing services to children follows Department policy that cannot restrict care; CCDBG funds can assist with building accommodations.

National Life Safety Fire Code
-State has not adopted code, but the Fire Department has jurisdiction over the centers.

Child Abuse and Neglect
-Contact local Department of Public Health and Human Services, Family Service Programs.

Local Contact
-Licensing staff located in district offices throughout the state.

New or Pending Legislation
-R&R's and Food Program Sponsors have been added as mandatory reporters.
-Regulatory review will result in regulation changes to centers; however, no expected changes in child care center regulations as a direct result of welfare reform.

NEBRASKA (NE)

Information
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Resource Development and Support
Health and Human Services Agency
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Lincoln, NE 68509
PHONE: (402) 471-9431
FAX: (402) 471-9455

Number and Definition of Regulated Programs
-707 licensed centers, which includes prekindergartens and religiously affiliated centers, but not nursery schools.
-Preschools are regulated separately, but if a preschool program is offered in addition to caring for children, the program is licensed as a center.
-Centers are defined as 13 or more children.

Requirements
-License required if you care for 4 or more children at any one time from families other than that of the provider; preapproval inspection required by Department of Social Services, Fire Marshal and State Health Department.
-License is for 2 years; fee is $25 for less than 30 children and $50 for 30 or more children; fees go to the general fund.
-Separate inspections required every 2 years by Health and Fire Departments.
-No general liability or professional liability insurance required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.; outdoor play area accommodates at least 25% of license capacity at one time.
-Staff/child ratios: infants - 1:4; toddlers - 1:6; preschool (3 years) - 1:10; preschool (4-5 years) - 1:12; school age - 1:15; mixed age groups - center wide ratio.
-Naptime staff/child ratios: one staff in rooms where children are napping, but remaining staff must remain on premises (can be doing tasks not specifically involving children); same staff/child ratios as above when children are awake.
-Group size delineations: none.
-One person with CPR and first aid must be present at all times.

Unannounced Inspection Policy
-Unannounced inspections occur at mid-term in licensing period, at renewal and when complaints are registered.

Complaint Procedure
-Policy for an immediate closing of a day care center called "Emergency Closing Orders" for situations which pose immediate threat.
-All other regulation violations require recompliance within 30 days or shorter.

-Child Care Subsidy is notified if a center is closed or in serious non-compliance if that center is contracted with them; resource and referral agencies are notified as well as Child and Adult Care Food Program.
-Response within 5 days for complaints against licensed centers; 10 days for unlicensed ones.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Center director and teachers must be at least 19 years old; other support staff - 16 years old.

Staff Prescreening
-Required at the time of hiring: adult and child abuse registries clearance and medical self-disclosure required; voluntary criminal records background disclosure statement.
-Not required - fingerprinting, TB skin test, chest x-ray, AIDS, Hib and measles immunizations, drug and alcohol tests; no recent change in TB screening policy.
-Conditional hiring is not allowed.
-Two references required for teachers and assistant teachers.
-Policy regarding the requirements for the use of substitutes - prior to hire, a felony/misdemeanor statement and adult and child abuse registries clearance.

Staff Training
-Preservice education and/or experience is required for day care center directors, lead/head teachers, assistant teachers, and teacher aids; not required for the dietician and kitchen staff; however, person responsible for menu planning must have 4 hours training in nutrition and food service the first year.
-12 clock hours in-service training is required annually.
-No special training is required for infant care, care of children with disabilities, sick child care or drop-in care.

Child Documentation Policy
-No state guidelines for child enrollment; child's records must include name of parent(s), address, phone number, emergency contacts, etc.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-Immunization of all children in child care (including Hib) required.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written form required, but does not have to be notarized.

Environmental Policy
-Centers are not required to be tested for lead, radon, or asbestos as a condition of licensure.
-Only non-lead paint is allowed in rooms where food is stored or prepared.
-State does provide financial assistance for the inspection and remediation in child care facilities for lead; up to $600 in grant money is available.

Smoking Policy
-Smoking is prohibited in the presence of children; for centers that accept child care subsidy, smoking is prohibited on the premises.

Swimming Pool Policy
-Guidelines include: All centers with swimming pools on the center premises shall comply with the Nebraska Swimming Pool Act and its subsequent rules and regulations. Centers using swimming pools not on center premises shall determine that the pool is licensed by the Department of Health; if the depth of the water in the pool is over 4 feet, a person who has satisfactorily completed a senior course in life-saving sponsored by the Red Cross, Boy Scouts, Girl Scouts, YWCA, YMCA, or an institution of higher learning, shall be on duty at all times the pool is in use; the wading/swimming pool must be inaccessible to children in care when not in use by the center; the center shall not use natural bodies of water for swimming or wading activities.
-When a swimming or non-portable pool is in use (except in the case of organized swimming lessons), the following staff/child ratio must be maintained: For number of children with water not over child's head: 6 wks to 24 months - 1 to 1; 24 months to 3 yrs. - 1 to 2; 3 yrs. to kindergarten - 1 to 5; first grade and up - 1 to 8. For number of children with water over child's head: 6 wks to 24 months - 1 to 1; 24 months to 3 yrs. - 1 to 1; 3 yrs. to kindergarten - 1 to 3; first grade and up - 1 to 5.
-Staff member not required to have Red Cross lifesaving training. Pool lifeguard fulfills that requirement.

Transportation Policy
-Children must be in proper safety restraints, not exceeding the capacity seating of the vehicle, and with doors locked.

Infant Care Programs
-Additional requirements within the day care center regulations; no specific regulations for "infant only" centers.
-There are a few "infant only" centers.

Overnight Care Programs
-The special regulations for overnight care follow state and local fire codes regarding emergency lighting, etc.
-Approximately 50 centers provide overnight care.

School Age Care Programs
-No special regulations.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Subsidized child care available at local and district offices.

Programs for Children with Disabilities
-No special regulations.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call (800) 652-1999 to report suspected cases of child abuse or neglect.

Local Contact
-The local contact offices are the delegated authorities for Fire Marshal, health departments and licensing staff located in local offices.

New or Pending Legislation
-None; however, agency is in the middle of a redesign process; no decisions regarding child care licensing and where it will fall into the new agency.
-No expected changes in child care center regulations as a result of welfare reform.

NEVADA (NV)

Information
Supplied by: Patricia J. Simonsen
Chief of Licensing
Bureau of Services for Child Care
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Elko, NV 89801
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FAX: (702) 753-2111

Number and Definition of Regulated Programs
-405 licensed centers.
-Number of regulated programs includes centers, preschools, nurseries, and centers which care for children with special needs.
-Religious affiliated centers regulated the same as any other center.

Requirements
-License required; preapproval inspection is required.
-Licenses are renewed annually; license fee for 13-50 children is $100; for 51-100 children - $150; for 101-150 children - $200; for 151-200 children - $250; for more than 200 children - $300.
-Fire safety, building code, and sanitation inspections required annually.
-General liability insurance required; professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 37 1/2 sq. ft.
-Staff/child ratios varies depending on age of children; whenever one or more infants or toddlers are being cared for in a child care center, the licensee must have at least one caretaker on duty who is designated to provide that care.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: none.
-One person certified in first aid must be on-site at all times.

Unannounced Inspection Policy
-Biannual unannounced inspections.

Complaint Procedure
-Policies that require immediate closing of a center are dependent of complaint.
-Some policies require only a warning, dependent on complaint.
-Length of time center has to come into compliance depends on complaint.
-Resource and referral agencies notified in writing if center is closed.
-Complaints registered against centers are responded to within 3 working days, or 24 hours if severe.

Staff Qualifications
-No state recommended salary schedule for center staff.

-Minimum age requirement for working in a center is 16.
-Centers referred to ADA requirements.

Staff Prescreening
-Fingerprinting and criminal records background check is required every 6 years for center staff; child abuse clearance is checked annually; TB skin test is required every 2 years or chest x-ray is required if needed; no recent change in TB screening policy.
-Not required - medical examination, AIDS test, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring is allowed for center staff and the director, if the center is not new. If new, director/owner must have FBI clearance returned.
-3 written references required for director; written references not required for the rest of center staff unless required by hiring policies of the facility.
-Background checks, and TB screening required for temporary substitutes.

Staff Training
-Combination of preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides; no requirements for the dietician and kitchen staff.
-3 hours annual training required for center staff.
-Director is required to have special training in infant care if provided; training in the care of children with disabilities if provided; sick child care training requirements if provided.
-First aid is a separate preservice/in-service requirement.

Child Documentation Policy
-Center must maintain record for each child enrolled.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure; however, must meet local building code fire and health requirements.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited except in designated areas approved by the State Fire Marshal.

Swimming Pool Policy
-Guidelines for swimming pools are regulated by the Health Authority; no pools in centers exist to date.

-Child/staff ratio not affected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers that provide care to "infants only," defined as 0-2 years.
-There are 4 "infant only" centers in the state.

Overnight Care Programs
-Fire and health codes have regulations for overnight care.
-Centers do provide overnight care; 59 centers.

School Age Care Programs
-No special regulations.

Sick Child Care Programs
-Separate regulations.

Subsidized Child Care Programs
-Is available; contact Welfare Division (702) 687-4760 or DHR Child Care Block Grant Office (702) 687-4400.

Programs for Children with Disabilities
-Separate regulations for caring for the care of children with disabilities.
-Complies with ADA requirements.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call (800) 992-5757.

Local Contact
-DHR-DCFS, CHILD CARE LICENSING BUREAU
 -711 E. Fifth Street, Carson City, NV 89710 (702) 687-5911.
 -620 Belrose Street, Suite C, Las Vegas, NV 89158 (702) 486-5099.
 -560 Mill Street, Suite 250, Reno, NV 89502 (702) 688-2961.
 -3920 E. Idaho St., Elko, NV 89801 (702) 753-1237.
-The Child Care Licensing Bureau does not license child care facilities in the localities listed below. Information about facilities in these communities should be directed to them:

 -CARSON CITY
  -Child Care Licensing, Carson City Health Department, Environmental Health Services, 1711 North Roop Street, Carson City, NV 79801 (702) 887-2190.

 -CITY OF LAS VEGAS
  -Child Care Licensing, Privilege License Division, City of Las Vegas, Department of Business Activity, 400 East Stewart Avenue, Las Vegas, NV 89101 (702) 229-6011.

-CLARK COUNTY
-Child Care Licensing, Child Welfare Licensing Supervisor, Clark County Social Services, 1600 Pinto Lane, Las Vegas, NV 89106 (702) 455-5722.

-WASHOE COUNTY
-Child Care Licensing, Child Care Licensing Supervisor, Washoe County Social Services Department, Wells Avenue at Ninth Street, P.O. Box 11130, Reno, NV 89520-0027 (702) 328-2300.

New or Pending Legislation

-None.
-Too early to speculate if changes in child care center regulations will occur as a result of welfare reform.

NEW HAMPSHIRE (NH)

Information
Supplied by: Sharon Lee, Licensing Supervisor
Division of Public Health Services
Bureau of Child Care
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Concord, NH 03301
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FAX: (603) 271-3745

Number and Definition of Regulated Programs
-790 licensed centers.
-Number includes nursery schools, private kindergartens, school age programs and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 3 years; no license fee.
-Fire safety and building code inspection required once every 3 years; licensing or monitoring inspection required annually.
-General or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft; for 1/3 of the agency's license capacity; the number of children using the play area at one time does not exceed the number square footage for the rate of 50 sq. ft. per child.
-Staff/child ratios: 6 wks. to 12 mos. - 1:4; 13 mos. to 24 mos. - 1:5; 25 mos. to 35 mos. - 1:6; 36 mos. to 47 mos. - 1:8; 48 mos. to 59 mos. - 1:12; 60 mos. and older - 1:15; mixed age groups - ratio based on average age of group.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: 6 weeks to 12 mos. (maximum group size - 12); 13 mos. to 24 mos. (maximum group size -15); 25 mos. to 30 mos. (maximum group size - 18); 36 mos. to 59 mos. (maximum group size - 24); and 60 mos. & older (maximum group size - 30).
-Must have at least one person on the premises during operating hours trained in and currently certified in CPR and first aid.

Unannounced Inspection Policy
-Most receive one unannounced monitoring visit in 3 years.
-Unannounced visits are made when investigating complaints.

Complaint Procedure
-Laws that require immediate closing of a center exist.
-Time center has to come into compliance depends on the violation.
-Parents and resource and referral agencies are informed by letter on the day the center is closed, after appeals have been exhausted.

-Complaints that are registered against a center are responded to on the same day if it is a serious complaint; complaints that involve unlicensed agencies are investigated within one week; licensed agencies' investigation must be completed within 30 days.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for child care workers is 18; aides must be at least 16; no age limitation for teachers and directors.
-No information provided regarding compliance with ADA in staff hiring.

Staff Prescreening
-Child abuse clearance, criminal background check, TB skin test, and medical examination are required; no recent changes in TB screening policy - have always consistently required TB testing of all employees.
-Not required - fingerprinting, AIDS, drug and alcohol tests, or measles and Hib immunizations.
-Conditional hiring allowed for 60 days.
-Written references are only required for center staff when there is a questionable background.
-A temporary substitute who does not meet the education/experience requirements for the position may not work more than 30 consecutive days.

Staff Training
-Directors required to have an Associate's Degree; lead/head teachers - 12 college credits; child care workers - 6 college credits; no requirements for teacher aides or dietician and kitchen staff.
-No annual in-service training required.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-No specific state guidelines for child enrollment; however, no child may be enrolled who is under six weeks old, unless they attend for less than 12 hours per week.
-No provision for screening children for blood lead levels prior to acceptance in licensed child care programs.

Child Immunization Policy
-Enrolled children are required to be immunized on the first day of attendance; some exemptions allowed.
-Hib vaccines and boosters are required.

Discipline Policy
-Corporal punishment is prohibited. Discipline must be positive and teach the child to be self-disciplined.

Emergency Medical Consent Policy
-Written consent is required, but form does not have to be notarized.

Environmental Policy
-As a condition of licensure, facilities are required to be tested for lead and asbestos, but not for radon; testing is required only if there is and indication that a problem may exist.

-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in child care facilities during the hours of operation.

Swimming Pool Policy
-No information provided.

Transportation Policy
-There are regulations concerning the transportation of children.

Infant Care Programs
-Separate regulation exist for center which serve infants.
-Rules exist for day care nursery programs.

Overnight Care Programs
-Rules exist for night care programs.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-None.

Subsidized Child Care Programs
-Is available; contact Division of Human Services, (603) 271-4381 or Division of Children, Youth, and Families, (603) 271-4248.

Programs for Children with Disabilities
-Center required to have on-going consultation with parents, physician or other professionals and written information regarding meeting child's individual needs.
-No information provided regarding compliance with ADA.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Investigations conducted by licensing specialists and sometimes jointly with the Division of Children, Youth and Families and/or the police.

Local Contact
-No local contact offices; licensing is centralized; call (603) 271-4624.

New or Pending Legislation
-None.
-No expected changes in child care center regulations as a result of welfare reform.

NEW JERSEY (NJ)

Information
Supplied by: Richard Crane, Chief
DYFS, Bureau of Licensing
CN 717
Trenton, NJ 08625
PHONE: (609) 292-1018
FAX: (609) 292-6976

Number and Definition of Regulated Programs

-3,000 licensed centers.
-Center is defined as 6 or more children under 13 years of age who attend for less than 24 hours a day.
-Nursery schools, prekindergartens, and religiously affiliated centers are included in this number; however, certain religiously affiliated centers operating before May, 1984, are "grandfathered" and permitted to receive a Certificate of Life/Safety Approval instead of a license. Centers operating for eight weeks or less are also permitted to receive such a certificate.

Requirements

-License required; preapproval inspection required.
-License is renewed every 3 years; fee varies by center capacity: 6-15 ($110); 16-30 ($140); 31-60 ($165); 61-100 ($195); 101-180 ($220) and 181 and up ($250); money goes to General State Treasury Fund. In lieu of fees specified above, an applicant for an initial or renew license who operates a Head Start Center pursuant to regulation or a school-age child care program that does not charge a fee or require other compensation or services from parents, shall send a licensing fee of $110.
-Separate inspections required yearly by local Fire and Health Departments; building code inspection required once, to secure a Certificate of Occupancy; new centers must comply with barrier-free building codes.
-General liability insurance required; professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the state.

Regulations

-Space requirements per child: indoor - 35 sq. ft. for centers operating since 1989; 30 sq. ft. for centers in existence before 1989; outdoor - 150 sq. ft. minimum, plus 30 sq. ft. per child when more than 5 children use the space.
-Staff/child ratios: 0 to 18 months - 1:4; 18 months to 2 1/2 years - 1:7; 2 1/2 to 4 - 1:10; 4 to 5 - 1:15; 6 and school-age - 1:18.
-Naptime staff/child ratios: Less staff have to directly supervise children during naptime, but all staff must remain in facility and be reachable if needed to return to an area; Exception: staff/child ratios must be 1:10 for children under 2 1/2 years, and 1:20 for children 2 1/2 years and above.
-Group size delineations: for early childhood (maximum group size - 20); for school age (maximum group size - 30); primary caregiver is required for each

group of 4 infants or 7 toddlers; change in regulations to reduce group size limit for infants and toddlers is being considered.
-Current requirements recommend that a person with CPR training be at the center.

Unannounced Inspection Policy
-All inspections are unannounced, including initial, renewal, complaint and follow-up.

Complaint Procedure
-Policies exist that allow for immediate closing of a center in case of imminent or life threatening hazards - contact local code officials; contact parents; seek court to get injunction; send DYFS licensing staff to the center to make sure that the center complies with closing. Length of time center has to come into compliance depends on nature of infraction.
-Resource and Referral agencies are sent monthly licensing status reports on all centers, including centers that close and new ones that open.
-When complaint against a center is registered, written report is sent to centers after investigation is completed, follow-ups as necessary.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 14 for early childhood programs and 16 for school-age child care programs; 14 to 17 year olds must be directly supervised by an adult.
-Compliance with ADA in staff hiring involves encouraging centers to hire staff members with disabilities.

Staff Prescreening
-Staff required to be prescreened by Mantoux test for TB (or chest x-ray) and medical examination; no recent change in TB screening policy; statement is required regarding conviction of a crime.
-Not required - fingerprinting, child abuse clearance, criminal records background check, Hib and measles immunizations, AIDS, drug and alcohol tests.
-Conditional hiring is not allowed.
-2 written references (or verbal references documented) required.
-Centers required to have a substitute system.

Staff Training
-Preservice education and/or experience required for center directors, group teachers, lead/head teachers, and school-age child care program supervisors; no preservice education or experience required for assistant teachers, teacher aides, or the dietician and kitchen staff.
-While staff are required to have in-service training, there is no specific guidelines in the number of hours; only content - understanding center operations, policies and procedures; implementing the center's statement of policy on the disciplining of children; recognizing and reporting child abuse and neglect; supervising all children; implementing health practices; evacuating the center, use of the fire extinguisher and fire alarms, implementing the center's release policy; and planning for and providing age appropriate activities.
-CPR/first aid not required.

-No special training required for infant care, care of children with disabilities, or drop in care.
-Sick child care special training required for each new staff upon beginning work at the center and for all staff annually.

Child Documentation Policy
-Specific documentation for child enrollment includes parents' home and work contacts, emergency contacts, permission for emergency medical treatment, and receipt of information to parents statement. Also, a child must meet certain health requirements.
-Currently no provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to have current immunization, including Hib immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-When the presence of lead paint or asbestos is suspected, testing for lead or asbestos is required as a condition of licensure; records are kept on file.
-State contracts out and pays for the testing for lead paint and/or asbestos in child care facilities, but does not pay for any remediation work.

Smoking Policy
-Child care centers must ensure that smoking is prohibited in all rooms and outside play areas while such rooms and outside areas are occupied by children.

Swimming Pool Policy
-Guidelines for swimming pools include center compliance with building, health, and safety codes for pools at least 24" deep.
-Child/staff ratio not affected.
-One staff member required to have Red Cross lifesaving training or equivalent certification for pools at least 24" deep.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-More stringent staff/child ratios and sanitation procedures exist.
-There are centers providing care to "infants only," defined as under 2 1/2 years of age.
-There are 17 "infant only" centers in the state.

Overnight Care Programs
-Special regulations for overnight care address bedtime schedules, evening activities, sleeping equipment and sleeping garments.
-18 centers provide overnight care.

School Age Care Programs
-School-age child care programs became subject to State licensure in March 1993 as a result of an amendment to the State Child Care Center Licensing Law; special regulations were adopted for these programs in May 1994.

Sick Child Care Programs
-Detailed requirements for programs caring for sick children, whether the program serves sick children exclusively or serves sick children as a component of a regular program.

Subsidized Child Care Programs
-Is available; contact Division of Family Development: (609) 588-2282.

Programs for Children with Disabilities
-More stringent ratios exist for ambulatory and non-ambulatory children with disabilities.
-Compliance with ADA in providing services to children involves encouraging centers to admit children with disabilities.

National Life Safety Fire Code
-New Jersey uses its own Uniform Fire Code (NJUFC).

Child Abuse and Neglect
-Contact 24 hour hotline: (800) 792-8610; in each county there is at least one phone number for a field office that will respond to cases during normal business hours.

Local Contact
-No local contact offices within the state.

Pending Legislation
-Several bills are pending in the state legislature:
  -Testing for lead toxicity as condition for attendance in schools, nursery schools and child care centers.
  -Prohibit smoking in child care centers.
  -Requires playground safety regulations.
  -Testing for radon in child care centers.
  -Criminal history record checks for child care center employees.
  -Prohibits child care centers from requiring that children be toilet-trained as a condition of attendance.
  -Establish "sex offender free zones" around schools, playgrounds, and child care centers.
  -Require school boards and child care centers to provide instruction about avoiding sexual predators.
  -Requiring that immunizations be a condition for attendance at nursery schools and child care centers.
  -Requiring child abuse background checks for child care center employees.
-Changes in regulations are being developed in cooperation with the State's child care community, but not as a result of welfare reform.

NEW MEXICO (NM)

Information
Supplied by: Anna Mayo, Acting Chief
Child Care Licensing and
Certification Bureau
Children, Youth & Families Dept.
P.O. Drawer 5160
Santa Fe, NM 87502
PHONE: (505) 827-3839
FAX: (505) 827-4025

Number and Definition of Regulated Programs
-600 licensed centers, which includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; fee is $55.00; fees goes into State General Fund.
-Initial building code inspection required; separate inspections required annually by Sanitation and Fire Departments.
-General or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft., 20% of the licensed capacity.
-Staff/child ratios: infants - 1:6; toddlers - 1:6; preschool - 1:12; school age - 1:15; mixed age groups - same.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: none.

-Unannounced Inspection Policy
-All licensed centers receive unannounced monitoring visits except for the initial pre-opening survey.

Complaint Procedure
-Immediate closing of a center results in license suspension without prior hearing.
-The seriousness of problem determines whether or not it only requires a warning; length of time that center has to come into compliance determined by the seriousness of deficiency.
-Resource and referral agencies are notified when a center is closed.
-Local offices respond within protocol time limits when a complaint is registered against a child care center.

Staff Qualifications
-Minimum age requirement for working in a center is 18.

-No state recommended salary schedule for center staff.
-Temporary substitutes must meet same requirements as staff.

Staff Prescreening
-Prescreening tests required at the time of hiring: fingerprinting, child abuse clearance, criminal background check, and TB skin test; chest x-ray required if necessary; no recent change in TB screening policy.
-Not required - medical examination, AIDS, drug and alcohol tests.
-Conditional hiring is allowed prior to results of prescreening; no fixed time per FBI clearance.
-Three written references are required from previous employers.

Staff Training
-Preservice education required for day care center directors; not required for lead/head teachers, assistant teacher, teacher aides, or the dietician and kitchen staff.
-24 hours in-service training is required annually.
-Special training required for care of children with disabilities and sick child care.
-No special training required for infant or drop-in care.
-First aid is required in addition to training hours.
-CPR recommended.

Child Documentation Policy
-Specific state guidelines for child enrollment exist.
-No provision for screen children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized by, a schedule provided by the NM Dept. of Health, including Hib immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in child care facilities.

Swimming Pool Policy
-Pools must be regulated and inspected; have permit from the Environment Department.

Transportation Policy
-Transportation of children regulations cover basic safety, seatbelts.

Infant Care Programs
-Separate regulations for centers which service infants are incorporated into general regulations.
-No "infant care only" centers.

Overnight Care Programs
-Special regulations for centers which provide overnight care, especially staff and equipment requirements.
-Are less than 24 hours.
-3 centers provide overnight care.

School Age Care Programs
-Separate regulations in addition to core day care standards.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact Social Services Division, P.O. Drawer 5160, Santa Fe, NM 87502; (505) 827-4033.

Programs for Children with Disabilities
-Separate regulations for caring for children with disabilities; mainstreaming not required.

National Life Safety Fire Code
-Has been adopted as it pertains to child day care.

Child Abuse and Neglect
-Call (505) 827-8400.

Local Contact
-District I & II
Yvonne Otero, 10801 Lomas Blvd., NE, Suite 101, Albuquerque, NM 87112
(505) 841-4885/4886 FAX (505) 841-4891
-District III
Nancy Joplin, 2407 W. Picacho, Suite B-2, Las Cruces, NM 88005
(505) 524-6057 FAX (505) 524-6415
-District IV
Kathleen Freyburger, #1 Jerry Smith Circle, Roswell, NM 88202
(505) 347-0431 FAX (505) 623-6138

New or Pending Legislation
-New regulations have been proposed and, if signed by the Secretary, will be implemented 1/1/97.
-No expected changes in child care center regulations as a result of welfare reform.

NEW YORK (NY)

Information
Supplied by: Suzanne Zafonte Sennett, Director
Bureau of Early Childhood Services
Department of Social Services
40 North Pearl Street
Albany, NY 12243
PHONE: (518) 474-9324
FAX: (518) 474-9617

Number and Definition of Regulated Programs
-2,689 licensed centers (1,634 state licensed; 1,055 licensed by New York City).
-Number includes those nursery/preschools/prekindergartens and religiously affiliated centers which meet the definition of a child day care center and therefore are required to be licensed.
-Programs not required to license may do so voluntarily. Nursery schools can also register voluntarily with the State Department of Education.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed at least every 2 years.
-Fire safety inspection required annually; building code inspection required initially and with change of usage or expansion; zoning approval required at initial licensure; health, fire detection system, and heating system inspections required at initial licensure and renewal; test of private water supply required at initial licensure and renewal.
-General liability insurance required; professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations (New York City has separate regulations.)
-Space requirements per child: indoor - 35 sq. ft. and additional space for cribs; outdoor - adequate for outdoor play.
-Staff/child ratios: 6 weeks to 1/2 years - 1:4; 1/2 years to 3 years - 1:4 or 1:5; 3 years - 1:6 or 1:7; 4 years - 1:7 or 1:8; 5 years - 1:8 or 1:9; 6 years to 10 years - 1:10; 10 years through 12 years - 1:15; Ratio varies with group size.
-Naptime staff/child ratios: same as above.
-Group size delineations: 6 weeks - 18 months (maximum group size - 8); 18-36 months (maximum group size - 10-12); 3 years (maximum group size - 8-18); 4 years (maximum group size - 8-21); 5 years (maximum group size - 8-24); 6-9 years (maximum group size - 8-20); and 10-12 years (maximum group size - 8-30).

Unannounced Inspection Policy
-The Department is authorized by law to make unannounced and announced inspections of the records and the premises of any child care center.

Complaint Procedure

-Call Child Care Complaint Line for Regulatory Complaints: (800) 732-5207.
-There are policies on immediate closing of a child day care center (suspension of license) upon finding that the public health or a child's safety is in imminent danger.
-For all other violations, the Department must advise the child care center in writing of the violations within 10 days and require the center to correct the violations. If the center fails to correct the violations within 30 days after notice, the Department may begin enforcement action.
-Resource and referral agencies are notified when a child care center is closed.
-When a complaint is registered against a child care center, which if true would indicate a violation of statute or regulation, to the maximum extent possible, an unannounced site inspection must be made within 15 days or the next day in the case of imminent danger.

Staff Qualifications

-No state recommended salary schedule for child care center staff.
-Minimum age requirement for working in a child day care center is 16; no person under 18 years of age is permitted to be left alone to supervise a group of children.
-Compliance with ADA in staff hiring means that child day care centers must comply with all applicable state and federal laws relating to equal employment opportunities.

Staff Prescreening

-Staff required to be prescreened by child abuse and maltreatment clearance; Mantoux or other TB skin test (or chest x-ray), and medical statement must be performed prior to employment and biennially; no recent change in TB screening policy.
-Only attestation by the applicant is required for criminal records background check.
-Not required - fingerprinting, AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of child abuse and maltreatment clearance is allowed but no contact with children is permitted without direct supervision by staff already cleared.
-3 references required of applicant, including at least one personal reference and at least one employment reference.
-Substitutes must be screened on the statewide central register for any record as the subject of an indicated child abuse or maltreatment report. Legislation permits child care resource and referral agencies to screen child care center substitutes for child abuse and maltreatment.

Staff Training

-Preservice education and experience required for child care center program director and heads of group. Preservice education or experience required for assistants to heads of group.
-15 hours in-service training required for child care center staff during each licensing period.
-CPR/first aid not a separate preservice and/or in-service training requirement.
-Heads of group for children 6 weeks to 3 years of age required to have special training for infant care; special training in care of children with disabilities required as needed; sick child care and drop in care are not currently categories of regulated care.

Child Documentation Policy
-There are specific regulatory requirements for the admission of children, including medical examination, parental consents, and exchange of information.
-No information provided about screening children for blood lead level.

Child Immunization Policy
-Immunizations, including the Hib immunization, are required for enrollment.

Discipline Policy
-Corporal punishment and humiliating or frightening methods of control and discipline are prohibited.

Emergency Medical Consent Policy
-Written parental consent is required at the time of admission, but signatures are not required to be notarized.

Environmental Policy
-No information provided.

Smoking Policy
-Smoking is prohibited in indoor areas and in vehicles when children are present.

Swimming Pool Policy
-Guidelines include: pools must be constructed, maintained, staffed, and used in such a manner as will safeguard the lives and health of children and must be operated in accordance with all state and local laws; pools operated by child care centers must be barricaded.
-Child/staff ratio is affected to fit the state health code requirement.
-Staff required to have Red Cross lifesaving training under the state health code requirement.

Transportation Policy
-Regulations governing transportation focus on parental consent and on the safety of children in addition to the routine requirements for motor vehicles in NY.

Infant Care Programs
-There are some special provisions for the care of children under the age of 3 years in the areas of diapering, feeding, program, staff training and preservice experience, equipment and space. A registered nurse must visit the center to instruct staff on the care of infants and toddlers.
-There are centers that provide care to "infants only," defined as 6 weeks to 18 months or 3 years; there are a limited number of "infant only" centers.

Overnight Care Programs
-Special regulations for overnight care are currently under study.
-A small number of centers provide overnight care; exact number unavailable.

School Age Programs
-There are separate regulations for before and after school programs, termed school-age child care programs in New York State, which may also operate during the summer and school holidays and vacations.

Sick Child Care Programs

-Child day care center regulations include requirements for the care of children who become ill at the center. Children with contagious or communicable disease cannot be admitted. Guidelines for the care of mildly ill children and moderately ill children are currently under consideration.

Subsidized Child Care Programs

-Subsidized child care is available in New York State. For information contact George Ciezkowski, Bureau of Early Childhood Services, New York State Department of Social Services, 40 North Pearl Street, Section 11-B, Albany, New York 12243, phone: (518) 474-9324.

Programs for Children with Disabilities

-There are no separate regulations on caring for children with disabilities but provision must be made to address the child's individual needs. A child care center may not refuse to admit a disabled child who otherwise is eligible for admission if a space is available, the child could benefit from participation in the program and reasonable modifications can be made in the premises and/or program to accommodate the child. This is in compliance with the ADA in providing services to children.

National Life Safety Fire Code

-Parts of the National Life Safety Fire Code are referenced in the New York State Uniform Fire Prevention and Building Code.

Child Abuse and Neglect

-Call (800) 342-3720 to report suspected cases of child abuse or maltreatment.

Local Contact

-There are 7 regional offices which license child care centers.

New or Pending Legislation

-None.

-Revisions in child care center regulations are under consideration, but unsure if these changes will be affected by welfare reform.

NORTH CAROLINA (NC)

Information
Supplied by: Stephanie Fanjul, Director
Division of Child Development
P.O. Box 29553
Raleigh, NC 27626-0553
PHONE: (919) 662-4499
FAX: (919) 662-4569

Number and Definition of Regulated Programs
-3,551 licensed centers.
-If a nursery school, prekindergarten or religiously affiliated center meets the definition of day care and is required to be licensed, it is included in number.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee; NC Department of Revenue collects privilege license tax based on licensed capacity.
-Fire safety inspection required initially and annually; building code inspection required initially and when major renovations are done; sanitation inspection required initially and annually.
-General and professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 25 sq. ft. minus halls, closets, bathrooms; outdoor - 75 sq. ft. with a minimum of space for 30 children.
-Staff/child ratios: up to one year old - 1:5; 1 to 2 year olds - 1:6; 2 to 3 year olds - 1:10; 3 to 4 years old - 1:15; 4 to 5 years old - 1:20; 5 year olds - 1:25.
-Naptime staff/child ratios: Children age 2 and older, only one person required in the room or visually supervising and total number of required staff are on premises within calling distance.
-Group size delineations: maximum group sizes are double the staff/child ratio, not to exceed 25 children.
-CPR - one person must always be present during operating hours; first aid is required so that the following number of certified staff are present during operating hours: 1-29 children (one person); 30-79 children (two people) and 80+ children (three people); may be counted as in-service.

Unannounced Inspection Policy
-Whenever a complaint is filed and others as time permits; this is in addition to announced renewal visits.

Complaint Procedure
-No policies that require immediate closing of a center; summary suspension of a license is an option, which would mean immediate closure unless a stay was obtained; a hearing is required 5 days after suspension is ordered.

-Violations that have been corrected and/or have not occurred may receive a warning or reprimand.
-Resource and referral agencies are not notified when a center is closed; automated system is in process of being set up to link this office with R&R's.
-When a complaint is registered against a center, a consultant must investigate within 30 days after receiving the complaint and take appropriate action; for abuse/neglect, mandated response time is within 7 days for Division of Child Development staff; Department of Social Services must respond within 3 days for abuse/neglect in child care setting.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for operator, director/administrator - 21 years old; minimum age requirement for teacher - 18 years old; minimum age requirement for teacher's aide - 16 years old.
-All programs must comply with ADA in staff hiring. State provides technical assistance, but does not monitor.
-NC has a statewide initiative - T.E.A.C.H., to improve educational opportunities for child care providers; participants receive scholarships to earn a NC Child Care Credential, an AAS or BA in early childhood education, or can become an Early Childhood Model/Mentor Teacher.

Staff Prescreening
-Center staff required to have either TB skin test or chest x-ray initially and annually thereafter; initial medical examination required and annual health questionnaire must be completed; no recent change in TB screening policy; fingerprinting check through SBI (FBI if in NC less than 5 years) also required.
-Not required - check of DSS central registry, AIDS test, Hib and measles immunizations, or drug and alcohol test.
-No one convicted of child abuse or neglect or moral turpitude may work in child care.
-No written references required for center staff.
-Temporary substitutes at a minimum must be 16 years old and literate. If 16 and 17, must work under direct supervision of a qualified teacher who is at least 21 years old.

Staff Training
-Preservice education and/or experience required for center directors and lead/head teachers; no requirements for the dietician, kitchen staff, assistant teachers, or teacher aids.
-Annual in-service training required for center staff who have contact with the children; number of hours of training depends on education/experience of staff person.
-No special training for infant care, care of children with disabilities, sick child care, and drop in care.

Child Documentation Policy
-Enrolled children must have complete application with identifying and emergency medical information.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib immunization; exemptions for religious beliefs.

Discipline Policy
-Corporal punishment is not allowed. Exception: church operated/religious sponsored facilities may spank children with parents permission when spanking is deemed part of religious beliefs of church/denomination. Center must have written discipline policy.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon unless the child care consultant or the environmental health specialist has cause to suspect the presence of lead.
-The lead inspection is done by the state; no funds for remediation and no funds for asbestos or radon.

Smoking Policy
-Smoking is prohibited in the food preparation areas, on the playground, and in any part of the center accessible to children.

Swimming Pool Policy
-When children participate in swimming or other aquatic activities, a person who has a current life guard training certificate, issued by the Red Cross or other training determined by the Division to be equivalent to the Red Cross training, appropriate for both the type of body of water and type of aquatic activities shall be present to supervise the children in or near the water and shall not be counted in the staff/child ratio. One person with a life guard training certificate is required for each group of 25 or fewer children.
-Child/staff ratio as stated herein previously remains the same.
-Any swimming pool which is located on the day care facility premises shall be enclosed by a fence and shall be separated from the remaining outdoor play area by that fence.
-Swimming pool safety rules shall be posted near the swimming pool.
-All swimming pools used by children shall meet the "Rules Governing Public Swimming Pools."

Transportation
-Vehicles must meet state safety inspection standards; driver must have license for type of vehicle being driven; staff/child ratio must be maintained; appropriate child restraints must be used.

Infant Care Programs
-Separate regulations for centers providing care to infants on, nutrition, ratios, activities, staff interactions, and equipment.
-There are centers that provide care to "infants only," defined as under age 3.
-The number of "infant only" centers in the state is unknown.

Overnight Care
-Special regulations include some building code requirements, such as lighted exit signs, and some variances regarding activities and mealtimes. Also must have beds or cots with 4" mattresses.
-Exact number of centers providing overnight care unknown.

School Age Programs
-Specific regulations for activities and ratios exist.

Sick Child Care Programs
-Separate regulations for caring for mildly-ill children.

Subsidized Child Care Programs
-Any licensed center may provide subsidized care if selected by parent.

Programs for Children with Disabilities
-Div. of Mental Health, Mental Retardation and Substance Abuse Services certifies programs for developmentally disabled children.
-Centers must comply with ADA in providing services to children. State provides technical assistance, but does not monitor.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact Talitha Wright at the Division of Child Development: (919) 662-4527.

Local Contact
-No local contact offices; consultants work out of their homes.

New or Pending Legislation
-Expansion of Smart Start Initiative.
-No expected changes in child care center regulations as a result of welfare reform.

NORTH DAKOTA (ND)

Information
Supplied by: Corinne Bennett
Children and Family Services
Department of Human Services
State Capitol Building
Bismarck, ND 58505-0250
PHONE: (701) 328-4809
FAX: (701) 328-2349

Number and Definition of Regulated Programs
-89 licensed centers.
-Religiously affiliated centers are included in this number; nursery schools and prekindergartens are not.

Requirements
-License required; preapproval inspection is required.
-Option for one or two year license; same number of visits occur.
-License fee ($20-$50 for 1 year; $35-$95 for 2 years) are used for salaries of licensing staff, fringes, mileage, training of licensing staff and providers.
-Fire safety, Building Code and Health and Sanitation inspections required annually.
-General liability insurance required for centers and preschools only; professional liability insurance not required.
-Physical security of child care centers (such as a card access system) is not addressed by State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: up to 24 months - 1:4; 2 year olds - 1:5; 3 year olds - 1:7; 4 year olds - 1:10; 5 year olds - 1:12; 6-12 year olds - 1:18.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: none.
-Staff member who meets current certification requirements in basic CPR is required to be on duty at all times when children are receiving care.

Unannounced Inspection Policy
-Some monitoring visits are unannounced.

Complaint Procedure
-Policies could require immediate closing of center (within 24 hours); depends on the circumstances; otherwise center has 20-60 days to come into compliance depending on the violation.
-Resource and referral agencies notified when a center is closed; upon revocation of a license, the information is public.
-Abuse and Neglect reports handled by Protective Services; Rule Violations are handled by licensing staff; on site visits occur.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Child care worker must be at least 14 years of age; parental consent required between 14-16; no person under age 18 can be left to care for the children without adult supervision.
-With regard to staff hiring, centers are provided with information about compliance with ADA.

Staff Prescreening
-Center staff required to be prescreened by child abuse clearance; fingerprinting is optional.
-Not required - criminal background check, TB skin test, chest x-ray, medical examination, AIDS test, drug and alcohol tests; self-certification form is used; also measles & Hib immunization; considering a change in the TB screening policy.
-Uniform Juvenile Court Act now allows the DHS to have access to records for purpose of conducting background checks for licensure.
-Conditional hiring is not allowed.
-No written references required.
-Backup staff have background checks for abuse and neglect and sexual offender registration; also must be trained to center operations.
-ND DHS may not issue a license for child care to any person who has been denied a license because of Child Abuse/Neglect Probable Cause Determination.

Staff Training
-Preservice education and/or experience required for center directors, lead/head teachers, and assistant teachers - must meet minimum standards; no requirements for teacher aides, or the dietician and kitchen staff.
-10 hours annual in-service training required.
-No special training for the care of infants, of children with disabilities or sick child care.

Child Documentation Policy
-Child health forms, child immunization forms, and a child information form are provided by parents to provider.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including Hib.

Discipline Policy
-Children must not be subjected to physical harm or humiliation. No child may be punched, spanked, shaken, pinched, bitten, roughly handled, or struck by caregiver or any other adult in the center.
-Discipline must be constructive or educational in nature and may include diversion, separation from problem situation, talk with child about the situation, praise for appropriate behavior, and gentle physical restraint such as holding.
-Verbal abuse or derogatory remarks about the child, the child's family, race, religion, or profane, threatening, or abusive language may not be used when addressing children or in the presence of children.

-Separation, when used as a discipline, must be brief and appropriate to the child's age and circumstances, and the young child must be in a safe, lighted, well-ventilated room within hearing of an adult.
-No child may be physically punished for lapses in toilet training.
-Deprivation of meals may not be used as a form of discipline or punishment.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos, or radon as a condition of licensure.
-There is no state financial assistance for the inspection or remediation in child care facilities for lead, asbestos or radon.

Smoking Policy
-A "smoke free" facility is required.

Swimming Pool Policy
-All swimming pools must be approved by Department of Health and Consolidated Laboratories, Division of Water Supply and Pollution Control.
-Operational practices for staff governed by that agency.
-Center child/staff ratio not affected.

Transportation Policy
-Center operator shall establish a written policy governing the transportation of children to and from the child care center, if the center provides transportation. Such a policy shall specify who is to provide transportation and how parental permission is to be obtained for special field trips and related activities which occur outside the child care center.
-When center provides transportation, parents shall be informed of any insurance coverage on vehicles.
-All vehicles must meet state operational requirements.

Infant Care Programs
-Special additional regulations.
-"Infant only" centers exist, but no information available on the number.

Overnight Care Programs
-Special additional regulations.
-Some centers do provide overnight care, but no information available on the number.

School Age Care Programs
-Special additional regulations for before and after school programs are being developed.

Sick Child Care Programs
-No information available.

Subsidized Child Care Programs
-AFDC/Transitional/Protection Service, and Crossroad - child care for adolescent parents to continue their education.
-Child Care Assistance Program (CCDBG); also Prime Time (for families at risk).

Programs for Children with Disabilities
-Special additional regulations.
-Centers provided with information regarding compliance with ADA.

National Life Safety Code
-Is used for fire code inspections.

Child Abuse and Neglect
-Call the local county social service office.

Local Contact
-Contact county social services for licensing issues.

Pending Legislation
-All child care rules and regulations are in process of revision:
 -a change in the number of in-service training hours is being considered.
 -required licensure when caring for children from more than one family.
 -development of Child Care Trust Fund.
 -adding juvenile offenders to sexual offender registry.
-Unclear if any changes in child care center regulation will occur as a result of welfare reform.

OHIO (OH)

Information
Supplied by: M. Pauline Hosenfeld, Chief
Child Day Care Licensing Section
Department of Human Services
65 E. State Street, 5th Floor
Columbus, OH 43215
PHONE: (614) 466-3822
FAX: (614) 728-6803

Number and Definition of Regulated Programs
-3,713 licensed centers.
-Nursery schools and preschools are licensed the same as full day programs; some school-operated programs are regulated by ODE.
-Number of licensed centers includes nursery schools, prekindergartens and church affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every two years; initial fee is $100, renewal fee is $50; goes to state's general treasury fund.
-Fire safety inspection required annually; building code inspection required once initially; health (food service license) required annually.
-General and/or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not currently addressed by the State; however, see New or Pending Legislation.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.
-Staff/child ratios: infants - 1:5 & 1:6; toddlers - 1:7 & 1:8; preschool - 1:12 & 1:14; school age - 1:18 & 1:20; mixed age - age of youngest child determines the staff ratio of the group.
-Naptime staff/child ratios: ratios and group size may be doubled for no more than 1.5 hours during naptime.
-Group size delineations: group size limit is twice ratios; children are assigned in groups to specific caregivers who are responsible for their safety and care. Groups must have a physical home base, but may move throughout the center during the day.

Unannounced Inspection Policy
-At least one of the two mandated monitoring visits must be unannounced; both may be.

Complaint Procedure
-No policies that require immediate closing of a day care center.
-No policies that require only a warning; a reasonable period of time given for a center to come into compliance.
-Resource and referral agencies are notified of center closings by staff contact.
-Complaints against a center are prioritized and investigated.

Staff Qualifications
-Minimum age requirement for working in a center is 18, unless student is in vocational child care program.
-Substitutes must meet all requirements of staff members.
-No information available regarding ADA in staff hiring.

Staff Prescreening
-Each staff member required to sign a statement that he/she has not been convicted of or pleaded guilty to child abuse or other crimes of violence; fingerprinting, criminal records background check, TB skin test or chest X-Ray, measles immunization, and medical examination required; no recent change in TB screening policy.
-Not required - child abuse clearance and HIB immunization.
-Law does address conditional hiring in day care with a records check.
-3 written references required from individuals not related to the potential employee.

Staff Training
-Preservice education and experience required for center administrators; high school diploma, GED, or Vo-Tech training course required for all other child care center staff.
-Each child care center staff member must obtain 15 hours of in-service training annually until a total of 45 hours of training have been completed unless the staff member shows evidence of completion of an associates degree or higher in CD or ECE from a college or university, or a CDA Credential.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-First aid training required as a part of the in-service training.

Child Documentation Policy
-Center must have on each enrolled child: emergency medical information, record of immunizations, emergency contact information, record of physical exam, health history, disease history, chronic or special health needs, list of allergies.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Children must have up-to-date immunizations or be in process in order to be enrolled; including HIB immunization.

Discipline Policy
-Corporal punishment is not permitted; positive behavior management techniques must be used.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is not permitted in child care centers.

Swimming Pool Policy
-Center requires written permission from parent or guardian before child can participate in water activities in water two or more feet in depth; permission includes child's name, whether child is swimmer or nonswimmer, and if child is granted permission to participate.
-Bodies of water two or more feet in depth will be made unaccessible to children if adult supervision unavailable.
-Child/staff ratio must meet the state's regulations; lifeguards at the pool cannot be counted.
-Someone with Red Cross lifesaving training is needed; may be a pool employee instead of center employees.

Transportation Policy
-Regulations regarding the transportation of children exist; a staff person trained in first aid must be present.

Infant Care Programs
-Special regulations regarding kind of facility, daily program, caregivers, hygiene and diapering, feeding and crib arrangement.
-"Infant only" centers provide care to infants from birth to 18 months.
-Of the 3,713 centers, 973 serve infants; no information available on the number of "infant only" centers.

Overnight Care Programs
-No special regulations for overnight care.
-Some centers do provide overnight care, though the exact number is not available; only a few do 2nd shift (3 - 11 pm); much fewer do 3rd shift (11 pm - 7 am); families do not seem to use the service even when offered.

School Age Care Programs
-Separate rules of school age programs adopted in 1992.
-School age programs provide care for children aged kindergarten and above.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Bureau of Child Care, DHS, 65 E. State St., 5th Floor, Columbus, OH 43215; (614) 466-1043.

Programs for Children with Disabilities
-A center providing care for a child with a disability or who requires treatment for health conditions shall do so in accordance with a written medical/physical care plan for the care of the child. This plan must be approved by both the child care staff member with primary responsibility for the child and parent, as well as the center administrator.

National Life Safety Fire Code
-Not adopted for day care; only for long term care facilities which are regulated by the Department of Health.

Child Abuse and Neglect

-Cases of child abuse and neglect are handled by Children Services Boards or County Human Services Departments located in 88 counties around the state; each county has its own agency for handling complaints; a phone call to one of the five district offices will lead to an appropriate referral.

Local Contact

-The state has regional districts around the state (Columbus, Cleveland, Cincinnati, Canton, and Toledo).

New or Pending Legislation

-Legislation introduced in summer 1996 which would require centers to establish security procedures and systems to prevent unauthorized access to children.
-Not sure at this time if changes in child care center regulations will occur as a result of welfare reform.

OKLAHOMA (OK)

Information
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Department of Human Services
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Oklahoma City, OK 73105
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FAX: (405) 521-0391

Number and Definition of Regulated Programs
-1,768 licensed centers.
-Nursery schools and prekindergartens not included in the number of licensed centers; religiously affiliated centers included.
-For program operating 15 or less hours a week, licensure is not required.

Requirements
-License required; minimum of 3 monitoring visits required prior to licensure.
-Licenses are renewed every 2 years; no fee.
-Separate inspections are required by Fire and Health (Food Service and Sanitation) Departments; building code inspections required only if city codes require it.
-General or professional liability insurance not required; only transportation liability required.
-Physical security of the child care center, such as a card access system, is not required; however do require written procedure for receiving and releasing children from the center including a method of verifying the identity of a caller or person picking up a child.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.; play space only is counted.
-Staff/child ratios and group size delineations:
 -Infants (0 through 9 months) - 1:4; maximum group size - 8.
 -Toddlers (10 through 23 months) - 1:6; maximum group size - 12.
 -2 year olds - 1:8; maximum group size - 16.
 -3 year olds - 1:12; maximum group size - 24.
 -4 and 5 year olds - 1:15; maximum group size - 30.
 -6 year olds and over - 1:20; maximum group size - 40.
OR
 -0 - 35 months - 1:6 (No more than two under 10 months per staff)
 -0 - school-age - 1:8 (No more than two under 2 years per staff)
 -2 - school-age - 1:12 (No more than four 2 year olds per staff)
 -3 - school-age - 1:15 (No more than six 3 year olds per staff)
 -4 - school-age - 1:18 (No more than eight 4 year olds per staff)
-Naptime staff/child ratios: no change for infants, toddlers and twos; for 3-5 year olds - when preschool children are resting quietly, at least one staff person shall be within vision and hearing of children and other staff required to meet staff/child ratios shall remain in the building.

-There must be staff on the premises with pediatric first aid, including rescue breathing and first aid for choking.

Unannounced Inspection Policy
-There are a minimum of 3 unannounced monitoring visits each year.

Complaint Procedure
-An emergency order through licensing policies or injunction through the District Attorney may be obtained if children at risk.
-Non-compliance is documented and centers are informed if non-compliance is jeopardizing their license.
-Length of time center has to come into compliance depends on the seriousness of the violation - anywhere from one day to one year.
-Resource and referral agencies are notified of all case closures.
-Complaints registered against a center are investigated; parents who request a follow-up are recontacted after the investigation is completed.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement: director, 21 years; lead teacher, 19 years; teacher, 18 years; assistant teacher, 16 years.
-Compliance with ADA in staff hiring is reinforced through contracts for services that prohibit discrimination.

Staff Prescreening
-TB skin test required for staff upon employment and annually thereafter; chest x-ray required if positive skin test reaction; criminal records background checks on new staff also required.
-Not required - child abuse clearance, but staff must sign a statement regarding involvement in an investigation, conviction or pleading guilty and a release permitting full background check.
-Not required - fingerprinting, medical examination, AIDS test, Hib and measles immunizations, drug & alcohol tests.
-3 references other than relatives required on the director.
-3 references must be obtained by the director on all staff, including previous employers prior to employment.
-Permanent substitute staff must meet all requirements.

Staff Training
-All staff must receive detailed orientation within one week of employment; 5 options exist involving education and experience required for directors of centers licensed for less than 60; 8 options exist for directors of centers licensed for 60 or more; teachers must be High School graduates; no preservice education and/or experience requirements for the dietician/ kitchen staff.
-12 hours annual training required for teachers; 20 hours annual training for directors.
-No special training is required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Required health records and attendance records for all children.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including Hib immunization.

Discipline Policy
-Corporal punishment is one of ten prohibited activities.

Emergency Medical Consent Policy
-Only permission authorizing center to transport child to emergency medical care is required and does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Tobacco products are prohibited in child care facilities.

Swimming Pool Policy
-Swimming pools must meet requirements for public bathing places.
-Child/staff ratio affected: under 2 - 1:1; 2 years of age - 1:2; 3 years of age - 1:6; 4-5 years of age - 1:7; six years of age and over - 1:10.
-Staff required to have certified lifeguarding training or there must be a certified lifeguard.
-Prohibited swimming and boating in lake or pond, use of saunas, spas or hot tubs, and portable wading pools.

Transportation Policy
-Detailed regulations for the transportation of children, including mandatory passenger restraints.

Infant Care Programs
-No separate regulations for centers which serve infants, but there is a section that addresses infant/toddler care, including feeding, diaper changing, toilet learning and program.
-No centers provide care to "infants only."

Overnight Care Programs
-Special regulations include: staff ratio in compliance with child/staff ratio; all staff members must be awake at all times; emergency lighting devices must be installed throughout centers; sleeping accommodations restricted to ground floor areas; breakfast must be available to children who spent the night; cots with pad, pillow and necessary bedding provided; provisions made for bathing and brushing of teeth; centers will not keep children for more than 24 continuous hours; centers providing overnight care must meet state-adopted building codes.
-Approximately 1% of centers provide overnight care.

School Age Care Programs
-Separate regulations for programs only serving school-age children are being drafted.
-Current center requirements have a section on school-age care as well as differential equipment, supervision and meal service requirements.

Sick Child Care Programs
-Both the law and regulations limit care of sick children.

Subsidized Child Care Programs
-Is available; contact Susan Hall, Family Support, Dept. of Human Services, (405) 521-3931.

Programs for Children with Disabilities
-There is a section in center requirements that addresses care of children with disabilities.
-Compliance with ADA in providing services to children is reinforced through contracts for services that prohibit discrimination.

National Life Safety Fire Code
-Has been adopted; local building codes enforced; when no local exists, state-adopted code is enforced.

Child Abuse and Neglect
-Report to local county offices or to statewide hotline (800) 522-3511.
-Post child abuse reporting requirement.

Local Contact
-83 staff (13 supervisors, 70 licensing representatives), located in 40 of the 77 counties in the state.

New or Pending Legislation
-Clarification on school-age programs requiring licensure.
-No expected changes in child care center regulations as a result of welfare reform.

OREGON (OR)

Information
Supplied by: Linda Stern, Licensing Manager
Child Care Division
Employment Department
875 Union Street, NE
Salem, OR 97311
PHONE: (503) 378-3178
FAX: (503) 378-5417

Number and Definition of Regulated Programs
-933 licensed centers.
-Centers have 13 or more children; preschools (4 hours per day or less) are not licensed; number of licensed centers includes religiously affiliated, not nursery schools & prekindergartens.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; fee is $2/slot and one time initial fee of $100.
-Fire safety and sanitation inspections required annually; building code inspection required initially and if building is remodeled.
-General and/or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft., for at least 1/3 the capacity.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool - 1:10; school age - 1:15; mixed age - ratio of lowest age in group.
-Naptime staff/child ratios: when all children are at rest, one caregiver is required if room is arranged so all children are supervised; other staff must be in facility and able to be summoned without leaving the room.
-Group size delineations: 6 weeks - under 30 months (maximum group size - 8); 30 months - 5 years (maximum group size - 20); and 5 years and older (maximum group size - 30).
-One person required on premises at all times with current first aid certification.

Unannounced Inspection Policy
-An attempt is made to make one unannounced monitoring visit per year, but not all centers are visited by drop in.

Complaint Procedure
-Center can be closed immediately by suspension if children are in danger.
-Operators get a warning of any pending legal action, except suspension; receive a warning unless children are endangered.
-Centers have maximum of 6 months to come into compliance under a temporary certificate.

-Resource and referral's notified by telephone if center is closed.
-Regulatory complaints are handled by the center's certifier.

Staff Qualifications
-No state recommended salary schedule.
-Minimum age requirement for teacher aides is 16; minimum age requirement for remaining staff is 18 years.
-Basic EEOC laws apply.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance and criminal records background check.
-Fingerprinting may be required under certain circumstances.
-Not required - TB skin test, chest x-ray, medical exams, AIDS, Hib and measles immunizations, drug and alcohol tests; no recent change in TB screening policy.
-Conditional hiring allowed if no state criminal record, but FBI check pending.
-3 written references required for center directors.
-Criminal record checks must be done for temporary substitute if he/she has or may have unsupervised contact with the children.

Staff Training
-Center directors required to have 1 year experience or training in management or supervision; lead/head teacher required to have 2 years experience or training in ECE or child development; teachers required to have 1 year experience or training; no requirements for teacher aides or other support staff.
-15 clock hours annual training required.
-No special training for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Certain records must be maintained for each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including Hib immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure; however, they must be approved by State Health Division and State/Local Fire Marshal.
-There is no state financial assistance for the inspection or remediation in child care facilities for asbestos, lead or radon.

Smoking Policy

-Staff shall smoke only in a designated area not used by children, for food preparation, dish washing, or for storage of food or cooking equipment and utensils.

Swimming Pool Policy

-Center operator must make requirements of swimming facility known to all staff working directly with children.

-Number of staff with the children shall be determined by the ages of the children, their swimming ability, depth of the water, and type of activity; in addition to center staff, parents, volunteers and, sometimes, pool personnel may be counted in meeting required child/staff ratio; pool personnel counted for instructional swimming, recreational swimming when only day care children in the water, and recreational activities when other children in the water, but pool personnel only watching day care children; all persons counted in child/staff ratio shall be able to swim if water is more than 48 inches deep, and dressed for swimming.

-For group of 1-15 non-swimming children, for group of 1-30 beginning swimmers, and each additional group of non-swimmers and/or beginners participating in water activities, there must be at least one person meeting these qualifications: Holds current American Red Cross Advanced Life Saving or Lifeguard Training Certificate, YMCA Senior Lifeguard, or equivalent; completed cardiopulmonary resuscitation training that includes infant and child resuscitation; and is familiar with safety equipment at the swimming facility.

-Swimming pool or wading pool operated by center must comply with Oregon State Health Division's Public Swimming Pool Rules (OAR 333-60-005 through 333-60-225

-Written medical emergency procedure with current emergency numbers posted at swimming area or in possession of staff person; first aid supplies in a designated place available at all times; center must make necessary modifications of requirements based on needs for developmentally disabled child.

Transportation Policy

-Separate regulations for the transportation of children exist.

Infant Care Programs

-Separate regulations for centers which serve infants exist.

-There are centers in the state which provide care to "infants only," defined as birth-30 months.

-There are about 25 "infant only" centers in the state.

Overnight Care Programs

-During hours of night care, child/staff ratio shall be maintained; there will be at least two staff persons present at all times, at least one awake at all times; no one allowed to enter except authorized persons; center shall provide staff training for evacuating sleeping children in emergencies; emergency lighting in each room used by children.

-Center will provide activities for children according to age and interests; quiet time activities before bed for each child; toys and equipment available for the needs of each child; activity area away from sleeping children for awake children; space must be arranged so children can go to sleep at various times; all sleeping rooms require two usable exits; children spending majority of sleep hours in care shall have crib, cot or mat with bedding; children shall not share

beds; beds will have linens, cleaned with new occupants or once a week; children will have individual toiletry items; evening meal and breakfast available to those children in care at that time.
-There are no centers providing overnight care.

School Age Care Programs
-School age children have opportunities to choose from: a) indoor and outdoor group activities; b) individual projects including homework; c) rest or relaxation. The center is required to have activities and equipment appropriate for school age children.

Sick Child Care Programs
-Separate regulations for caring for sick children.

Subsidized Child Care Programs
-Is available; contact Larry Shadbolt, Adult and Family Services, Human Resources Building, Salem, OR, 97310; (503) 945-6072.
-Special populations - teen parent, A&D migrant - contact Gary Scott, Child Care Division, (503) 378-3178.

Programs for Children with Disabilities
-No separate regulations for caring for children with disabilities; mainstreaming is not required, but discrimination is precluded.
-ADA is advertised by Oregon Disabilities Commission, 1275 Ferry St. SE., Salem, OR 97310, (503) 378-3142.

National Life Safety Fire Code
-Uniform Fire Code and Uniform Building Codes are adapted as working codes and are required for operators to get required permits.

Child Abuse and Neglect
-Contact the local SCF (formerly CSD) branch offices or any law enforcement agency; for statewide information, call (503) 378-4722.

Local Contact
-METRO AND WESTERN REGIONS
 -State Office Building, 800 NE Oregon, Rm 305, #34, Portland, OR 97232
  -Multnomah Service Area: (503) 731-4234
  -Multnomah, Hood River, Wasco: (503) 731-3185
  -Clackamas Service Area: (503) 731-4214
  -Washington, Columbia, Clatsop: (503) 731-3176
  -Washington, Tillamook: (503) 731-3175
 -Child Care Division, 875 Union St., NE, Rm. 103, Salem, OR 97311
  -Lincoln, Polk, Marion: (503) 378-2014
  -Marion, Yarnhill Service Area: (503) 373-0909

-SOUTHERN REGION
 -Eugene Field Office - #310, Employment Department, 2510 Oakmont Way, Eugene, OR 97401
  -Lane Service Area: (541) 687-7392 X273
  -Lane, Linn Service Area: (541) 687-7392 X272
  -Lane, Benton Service Area: (541) 687-7392 X271

-Medford Field Office - #410, Employment Department, 119 N. Oakdale St., P.O. Box 1068, Medford, OR 97501
 -Curry, Jackson, Klamath, Lake: (541) 776-6060 X231
 -Josephine, Douglas, Coos Service Area: (541) 776-6060 X261

-EASTERN REGION
 -Bend Field Office - #720, Employment Department, 1007 SW Emkay Drive, Bend, OR 97702
  -Crook, Deschutes, Jefferson Service Area: (541) 388-6070 X259
 -John Day Field Office - #921, Employment Department, 725 W. Main Street, Suite B, John Day, OR 97845
  -Baker, Gilliam, Grant, Harney, Malheur, Morrow, Sherman, Umatilla, Union, Wallows, Wheeler Service Areas: (541) 575-0744 X24

New or Pending Legislation

-To establish a Criminal History Registry for individuals who want to work in child care; individuals would get cleared through the Registry prior to applying for a job.
-No expected changes in the child care center regulations as a result of welfare reform.

PENNSYLVANIA (PA)

Information
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Licensing Division Program Specialist
OCYF, Bureau of CDC Services
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Harrisburg, PA 17105
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Number and Definition of Regulated Programs

-3,281 certified day care centers.
-Nursery schools are licensed by PA Department of Education, child care provided before and after nursery school hours falls under the jurisdiction of the Department of Welfare day care services; prekindergartens would come under either of these two departments day care services, depending on the services provided, length of program, and ages of children serviced.
-Religiously affiliated centers are under the jurisdiction of the day care regulations may be certified.

Requirements

-Certification required; initial inspection, annual inspection and follow-up inspection for areas cited as noncompliant.
-Certifications are renewed annually; no fee.
-Fire safety and building code inspection required initially and at relocation, construction or modification.
-General liability insurance required; no professional liability insurance required.
-Physical security of the child care center (such as a card access system) is not addressed by the state.

Regulations

-Space requirements per child: indoor - 40 sq. ft.; outdoor - 65 sq. ft. with some exceptions.
-Staff/child ratios: infants 1:4; young toddlers - 1:5; older toddlers - 1:6; preschool - 1:10; young school age - 1:12; older school age - 1:15; mixed age groups - depends on the age level of the youngest child in the group.
-Naptime staff/child ratios: for young toddlers - 1:10; for older toddlers - 1:12; for preschoolers - 1:20; no change for infants.
-Group size delineations: infants (maximum group size - 8); young toddlers (maximum group size - 10); older toddler (maximum group size - 12); preschool (maximum group size - 20); young school age (maximum group size - 24) and older school age (maximum group size - 30).

Unannounced Inspection Policy

-Random basis or as an unannounced follow-up visit after a complaint allegation, or when a facility demonstrates an inability to maintain regulatory compliance.

Complaint Procedure

-Negative sanctions usually provide the right to operate during appeal; injunctive relief and emergency closure are available in situations where gross violations of the law or regulations have occurred.
-No policies that require only a warning; when noncompliance with regulations is cited, the provider has an opportunity to correct.
-Length of time center has to come into compliance varies, depending on the violation; generally the established timeframe is 30 or fewer days.
-Resource and referral agencies are notified when a subsidized center is closed; if a facility provides subsidized care, the local management agency is informed to cease payment and/or referrals to the facility.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for staff - 18 years, unless extensive high school training in a child care curriculum is completed.
-Facilities are required to comply with provisions of ADA in hiring staff.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance, criminal background check, and medical examination including TB test or chest x-ray as ordered by the physician; regulations were changed in 1992 regarding TB tests - prior to that date any form of TB testing was permitted; after 1992 only Mantoux test is permitted.
-Not required - Hib and measles immunization; fingerprinting, AIDS test, drug and alcohol tests.
-2 written references required from non-relatives.
-30 day conditional hiring is permitted pending child abuse and criminal abuse clearances, but health information must be present on the first day of work with children.
-Substitutes must have a health assessment if in contact with children or working with food, as well as application and verified education, experience and references.

Staff Training
-All staff positions require previous education and/or experience.
-6 hour annual in-service training required.
-No special training required for infant care, sick child care, or drop-in care; key staff are required to have training in the care of children with disabilities.
-CPR/first aid a separate requirement for designated staff.

Child Documentation Policy
-Enrollment forms and immunizations required.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Immunization according to the American Academy of Pediatrics suggested schedule, including Hib and varicella; state law in the case of measles vaccine.

Discipline Policy
-No physical punishment permitted; food can not be withheld from child for purposes of discipline.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Cigarettes, pipes, or cigars may not be smoked in a child care space, a play space, or a food preparation area when children are in care or when food is being prepared; ashes and cigarette and cigar butts are prohibited in a child care space, a play space or a food preparation area.

Swimming Pool Policy
-Swimming pool shall conform to PA Code; inground pool shall be fenced with locked gate; aboveground and indoor pool which is not in use shall be made inaccessible to children.
-Staff child ratios while children are swimming: infant 1:1; younger or older toddler - 1:2; preschool - 1:5; young school age - 1:6; and older school age - 1:8.
-Supervision shall include one person certified in lifeguard training. That person may not be included in staff/child ratio.
-Facility person who is counted in staff/child ratio shall complete water safety instruction annually; staff not required to have Red Cross lifesaving training.
-For wading pools a sanitizing solution shall be added to water; an acceptable sanitizing solution is 3/4 tsp. of bleach added to 50 gallons of water; wading pool shall be emptied daily.

Transportation Policy
-An operator shall notify local traffic safety authorities annually in writing of location of the facility and the program's use of pedestrian and vehicular routes around the day care facility.
-Safe pedestrian crossways, pick-up and drop-off points and bike routes shall be appropriately determined in the vicinity of the facility and communicated to the children and parents in writing.
-Written notification of safe routes shall be posted by the operator at a conspicuous location in child care facility.
-Children shall be picked up and discharge only at locations specific by the facility as safe locations.

Infant Care Programs
-No infant-specific regulations.
-No data available on number of "infant only" centers.

Overnight Care Programs
-Additional special regulations exist.
-No data available on number of centers providing overnight care.

School Age Care Programs
-Separate regulations exist.

Sick Child Care Programs
-No separate regulations exist.

Subsidized Child Care Programs
-Subsidy is available for income eligible families.
-Contact Department of Public Welfare, (717) 787-8691.

Programs for Children with Disabilities
-Chapter of regulations on care of children with disabilities applies to all facilities.
-Facilities are required to comply with provisions of ADA in providing services to children.

National Life Safety Fire Code
-Has been adopted; child day care regulations require PA Department of Labor and Industry inspection under fire and panic regulations for L&I certificate of compliance. L&I standards follow the NLFS code; cities of Philadelphia, Pittsburgh and Scranton are regulated by the city Departments of License and Inspection whose standards are based on BOCA code.

Child Abuse and Neglect
-Call (800) 932-0313.

Local Contact
-Department of Public Welfare Regional Offices:
 -Western Region
  701 State Office Building
  300 Liberty Avenue
  Pittsburgh, PA 15222

 -Central Region
  P.O. Box 2675
  Harrisburg, PA 17105

 -Northeast Region
  100 Lackwanna Avenue
  339 Scranton State Office Bldg.
  Scranton, PA 18503

 -Southeast Region
  502 State Office Building
  1400 Spring Garden St.
  Philadelphia, PA 19130

New or Pending Legislation
-Proposed regulations were permitted to expire without any action.
-No changes in child care center regulations are expected as a result of welfare reform.

PUERTO RICO (PR)

Information
Supplied by: Aurea Velazquez de Mercado
Director
DSS - Licensing Office
P.O. Box 11398
Santurce, PR 00910
PHONE: (809) 724-0772
FAX: (809) 724-0767

Number and Definition of Regulated Programs
-363 licensed centers.
-Nursery schools, preschools and religiously affiliated centers are included.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no fee.
-Fire inspection and Health Department inspections required annually; building code inspection required (number of times determined by the agency).
-Only general liability insurance required.
-Physical security of the child care center is addressed by keeping a photo on file of individuals authorized to pick up children and accompanying permission forms; no other form of security system is addressed.

Regulations
-Space requirement (determined by the Fire Department) per child: indoor - 35 sq. ft.; outdoor - none, only requirement is to have a play yard.
-Staff/child ratios: infant - 1:3-4; toddlers - 1:3-4; preschool - 1:12; school age 1:12.
-Naptime staff/child ratios: no change; same as above.
-Group size delineations: no maximums.

Unannounced Inspection Policy
-All inspections are unannounced.

Complaints Procedure
-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depend upon the recommendation of the supervisor.
-The different regional offices of the island investigate right away any complaint registered against a center.
-Resource and referral agencies not notified when center is closed.

Staff Qualifications
-No recommended salary schedule for center staff - at least minimum federal salary.
-Child Development Associate (CDA) or 3 years of experience for the director; one year of experience for lead/head teacher; high school graduate for assistant teachers, teacher aides and dietician and kitchen staff.

-No information available about minimum age requirements.
-Facilities must comply with ADA for hiring practices.

Staff Prescreening
-Staff required to be prescreened by criminal background check every 6 months; chest x-ray and medical examination required annually; no recent change in TB screening policy; Hib and measles immunization also required.
-Not required - fingerprinting, child abuse clearance, TB skin test, AIDS test, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-No written references required.

Staff Training
-No annual in-service training required.
-No special training required for infant care, care of children with disabilities, sick child care or drop-in care.
-All staff should have training in CPR or be a graduate nurse.

Child Documentation Policy
-Health certificate, vaccination record, and authorization for medical treatment in case of an accident required for each enrolled child.
-Children are not required to be screened for blood lead level prior to acceptance into a licensed facility.

Child Immunization Policy
-Immunizations required; Hib not required.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Licensed facilities are tested for the presence of lead, asbestos, and radon as a condition of licensure; results are shared with the licensing office and if it is positive and the facility has to be closed by the Health Department, the licensing office receives a certified copy.
-No state financial assistance is available for inspection or remediation of child care facilities for lead, asbestos or radon.

Smoking Policy
-Smoking is prohibited in child care facilities except in specific designated smoking areas which meet the following conditions: the smoking area must be clearly identified, facility must have an adequate ventilation system to prevent the movement of smoke from the smoking area to the non-smoking areas, when possible smoking areas should be open and well-ventilated and if closed fitted with air purifiers and ventilators, area shall be provided with ash trays and fire extinguishers, and area shall be accessible only to the teachers and employees.

Swimming Pool Policy
-No specific regulations.

Transportation Policy
-Transportation under regulation of Public Service Commission.

Infant Care Programs
-Separate regulations for center which serve infants exist.
-No "infant only" centers.

Overnight Care Programs
-No special regulations.

School Age Care Programs
-No separate regulation.

Sick Child Care Programs
-Centers are not supposed to care for sick children.

Subsidized Child Care Programs
-Is not available.

Programs for Children with Disabilities
-Separate regulations for the care of children with disabilities exist in terms of staff education, number of staff per child, and equipment.
-Facilities must comply with ADA; services cannot be denied to a child with a disability.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call (809) 724-1333 or (809) 724-1373.

Local Contact
-10 regional offices around the island and a local office in each of the 78 towns.

New or Pending Legislation
-Revisions of the regulations are currently in process; however, no other changes are expected as a result of welfare reform.

RHODE ISLAND (RI)

Information
Supplied by: JoAnne K. Flodin
Child Development Specialist
Dept. of Children, Youth and Families
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Providence, RI 02908
PHONE: (401) 277-4741
FAX: (401) 457-5388

Number and Definition of Regulated Programs
-315 licensed centers.
-Nursery schools are approved by the Dept. of Education, 255 Westminster St., Providence, RI, 02903-3400; some are also licensed for child care.
-Religiously affiliated centers are licensed.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety, building code, and health inspections required annually.
-General liability insurance required; no professional liability insurance required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 45 sq. ft. under 3 years; 35 square ft. over 3 years; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:6; 3 year olds - 1:9; 4 year olds - 1:10; 5 year olds - 1:12; school age - 1:13; mixed age groups depends on number/age of youngest child in group.
-Naptime staff/child ratios: allow exception for a period not more than 1 hour at arrival, departure, naptime or special activities.
-Group size delineations: 6 weeks - 18 months (maximum group size - 8); 18 months - 3 years (maximum group size - 12); 3 years (maximum group size - 18); 4 years (maximum group size - 20); and 5 years (maximum group size - 24).
-Must have person trained in CPR/first aid on site at all times.

Unannounced Inspection Policy
-Two unannounced monitoring visits each year; additional are done if a complaint is received.

Complaint Procedure
-If health and/or safety of the children is in jeopardy, center required to close immediately.
-Minor violation of regulations requires warning and plan of correction.
-Center has up to 30 days to come into compliance depending on nature of violation.

-Resource and referral agencies notified when a center is closed.
-Complaints pertaining to violations of regulations registered against a center are investigated by the licensing worker; child abuse complaints investigated by CANTS division of DCYF.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-No information available regarding ADA in staff hiring.

Staff Prescreening
-Staff required to be prescreened by fingerprinting, child abuse clearance, criminal background check, TB skin test, measles immunization, and medical examination once prior to employment.
-Documentation of rubella immunity required for female staff ages 35 and under.
-Not required - chest x-ray, AIDS test, Hib immunization, drug and alcohol tests; no recent change in TB screening policy.
-Conditional hiring prior to results of prescreening is allowed.
-Centers have to have a list of substitutes who have to comply with staff requirements.

Staff Training
-Preservice education and experience required for lead/head teachers, assistant teachers, nurse, and center directors; no requirements for teacher aides, dietician and kitchen staff.
-Annual in-service training required.
-Nurse required to have special training for infant care; no special training for care of children with disabilities.

Child Documentation Policy
-Center required to have on record: age of child by program, medical and immunization information, emergency information, identifying information on parents and child.
-Children are required to be screened for blood lead level prior to acceptance into a licensed child care facility.

Child Immunization Policy
-Enrolled children are required to be immunized or in the process of being immunized; including Hib immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Environmental Policy
-Regulations require testing for the presence of asbestos, lead or radon as a condition of licensure; files are kept by the Department of Health.
-No state financial assistance is available for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in center facilities.

Swimming Pool Policy
-Must be approved by the Department of Health.
-Information about Red Cross lifesaving training for staff and child/staff ratios not provided.

Transportation Policy
-Regulations concerning the transportation of children exist under the Dept. of Transportation.

Infant Care Programs
-Separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No special regulations for overnight care.
-No centers currently provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-Sick children have to be excluded from day care center programs.

Subsidized Child Care Programs
-Is available; contact Dept. of Human Services, 600 New London Ave., Cranston, RI, 02920; (401) 464-3415.

Programs for Children with Disabilities
-Mainstreaming of children with disabilities is required.
-Compliance with ADA in providing services to children is addressed in regulations.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call (800) RI-CHILD.

Local Contact
-Dept. of Children, Youth and Families is statewide.

New or Pending Legislation
-None.
-No changes in child care center regulations expected as a result of welfare reform.

SOUTH CAROLINA (SC)

Information
Supplied by: Sherry Driggers, Ed.D., Director
DSS, Division of Child Day Care
Licensing and Regulatory Services
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Columbia, SC 29202
PHONE: (603) 734-5740
FAX: (603) 734-4322

Number and Definition of Regulated Programs
-1,342 licensed centers (number includes nursery schools and prekindergartens.
-315 registered religiously affiliated centers.

Requirements
-License required; inspection required.
-Registration only required for religiously affiliated centers; reflects adherence to minimum standards for health and safety.
-License renewed every 2 years; no license fee.
-Separate inspections required before opening and at renewal time by the Fire and Sanitation Department; verification of zoning approval also required.
-General and/or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:6; 1-2 years - 1:6; 2-3 years - 1:10; 3-4 years - 1:13; 4-5 years 1:18; 5-6 years 1:21; 6-12 years - 1:23; mixed age groups as indicated.
-Naptime staff/child ratios: 0-2 years - 1:8; 2-3 years - 1:12, 3-4 years - 1:15; 4-5 years - 1:20; and 5 years and up - 1:25.
-Group size delineations: none.
-A staff per certified in CPR/first aid must be present on premises at all times during hours of center operation.

Unannounced Inspection Policy
-Regular visits are unannounced unless visit is for renewal of license/approval.

Complaint Procedure
-No policy that requires the immediate closing of a day care facility unless circumstances place children at risk.
-No policy that requires a warning.
-Complaints registered against a facility are responded to within 5 days.
-Facilities have no longer than a year to come into compliance.
-Resource and referral agencies are not notified when a center is closed.

Staff Qualifications

-No state recommended salary schedule for various staff levels.
-Minimum age requirement for working in a facility: director - 21 years; staff - 18 years without supervision, 16 years with constant supervision.
-Written references from unrelated individuals are required for the director.
-Director shall meet at least one of the following requirements:
  -a bachelor's degree in child development or early childhood education from an accredited college or institution;
  -a bachelor's degree from an accredited college or institution and at least six months verifiable experience as a caregiver in a licensed/approved child care facility;
  -an associate's degree in child development or early childhood education from an accredited college with two years verifiable experience as a caregiver in a licensed/approved child care facility;
  -a diploma in child development or early childhood education from an accredited college or institution with two years verifiable experience as a caregiver in a licensed/approved child care facility;
  -a Child Development Association Credential;
  -a high school diploma or General Educational Development Certificate (GED), in addition to three years experience as a caregiver in a licensed/approved child care facility. One of the three years experience shall be supervision of other child care staff.
-In facilities licensed/approved before the effective date of these regulations, the director shall have five years experience as a director in a licensed/approved child care facility or shall meet at least one of the educational requirements listed above.
-In facilities licensed/approved for the first time after the effective date of these regulations, the director shall comply with the qualifications prior to the issuance of a license/approval or in the cases of a new director, the individual must meet qualifications prior to becoming the facility director.
-Staff shall meet the following:
  -a caregiver who begins employment in a licensed/approved child care center after June 30, 1994, must have at least a high school diploma or General Educational Development Certificate (GED) and at least six months's experience as a caregiver in a licensed or approved child day care facility. If a caregiver does not meet the experience requirements, the caregiver must be directly supervised for six months by a staff person with at least one year experience as a caregiver in a licensed/approved child day care facility. Within six months of being employed, a caregiver must have 6 clock hours of training in child growth and development and early childhood education or shall continue to be under the direct supervision of a caregiver who has at least one year of experience as a caregiver in a licensed/approved child care facility.
  -a caregiver who has two years's experience as a caregiver in a licensed/approved facility and is employed as of July 1, 1994, in a licensed/approved child care center in SC is exempt from the high school diploma and GED requirements.
-Meets requirements of ADA in staff hiring.

Staff Prescreening

-Prescreening required for facility staff providing direct care or having direct access to children without appropriate staff member present: criminal background check, child abuse clearance, state and FBI fingerprint check, medical exam, and TB skin test; chest x-ray required if indicated to follow-up to skin test; no recent change in TB screening policy.

-Not required - AIDS, drug and alcohol tests.
-Conditional hiring not allowed prior to results of prescreening.
-Substitutes must meet the same requirements as regular staff.

Staff Training
-Director/operator shall participate in at least 20 clock hours each year.
 -at least 5 clock hours shall be in child growth and development and 5 clock hours shall be in curriculum activities for children.
 -training shall not include first aid and child-infant CPR.
-Staff, with the exception of emergency person(s) and volunteer(s) providing direct care to children shall participate in at least 15 clock hours each year.
 -at least 5 clock hours shall be in child growth and development and at least 5 clock hours shall be in curriculum activities for children.
 -training shall not include first aid and child-infant CPR.
-Director/operator shall provide orientation for new staff, volunteer(s) and emergency person(s) prior to their employment.
-CPR/first aid may be a separate preservice or in-service training requirement.

Child Documentation Policy
-Copy of child's health and immunizations record or certification of immunization for child care [state law amended to include child care - "no shots, no school, no child care"], emergency numbers, doctor information, etc. required for child enrollment.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be currently immunized, including Hib.

Discipline Policy
-Written parental permission is required for corporal punishment and must be one file in each child's folder.

Emergency Medical Consent Policy
-Written consent required; form does not have to be notarized.

Environmental Policy
-Lead-based paint test required for sanitation inspection; no test for asbestos or radon required.

Smoking Policy
-Smoking is permitted in designated areas.

Swimming Pool Policy
-Specific additional regulations exist, including child/staff ratios.
-Staff required to have life saving training.

Transportation Policy
-Specific regulations for transportation of children exist.

Infant Care Programs
-Additional fire regulations for facilities which serve infants; the State Fire Marshal has authority to grant alternate methods of compliance within the intent of the regulations.

-There are "infant only" centers; exact number unknown.
-Infants are defined as "birth to 24 months."

Overnight Care Programs
-Additional regulations exist for centers providing overnight care; must be specially licensed; exact number unknown.

School Age Care Programs
-No separate regulations for before and after school programs.
-Exempt from regulation if operating 4 or less hours a day or no more than 2 days per week.

Sick Child Care Programs
-Isolation room must be provided for mildly ill children.

Subsidized Child Care Programs
-Is available; contact South Carolina Department of Health and Human Services Finance Commission, 1801 Main Street, P.O. Box 8206, Columbia, SC 29202-8206; (803) 253-6154.

Programs for Children with Disabilities
-No separate regulations; required compliance with ADA.

National Life Safety Fire Code
-DSS regulation states "Private and Public Child Day Care Centers shall comply with the regulations and codes of the State Fire Marshal."

Child Abuse and Neglect
-Cases handled by the County DSS Office and coordinated with the regional regulatory offices of the DSS.

Local Contact
-6 regional offices; toll free numbers available.

New or Pending Legislation
-Changes in center regulations regarding naptime ratios, swimming ratios, and calculation of indoor space are pending.
-No expected changes in child care center regulations as a result of welfare reform.

SOUTH DAKOTA (SD)

Information
Supplied by: Lisa Jordre, Program Specialist
Office of Child Care Services
Department of Social Services
700 Governors Drive
Pierre, SD 57501-2291
PHONE: (605) 773-4766
FAX: (605) 773-6834

Name and Definition of Regulated Programs
-**143** licensed centers.
-Voluntary certification for nursery schools by Department of Education.
-Religiously affiliated centers are included in this number; nursery schools and prekindergartens if they are part of a child care program.

Requirements
-License required for 21 or more children; annual inspection required.
-Licenses are renewed annually; no fee.
-Inspections required annually: life, safety and environmental health.
-General liability insurance required; professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers (up to 3 years) - 1:5; preschool (3-6 years) 1:10; schoolage - 1:15; mixed age groups - according to number in each group; ratios must be maintained during all hours of operation.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: maximum group size limited to no more than 20 children; mixed age groups must meet ratio for majority age group except when children under 3 years of age are present. When 3 or more children under age 3 are in the group, 1:5 ratio must be maintained for the children under 3 years.

Unannounced Inspection Policy
-May be made if nature of complaint dictates; also are encouraged periodically if worker time is available.

Complaint Procedure
-There is a response process when a complaint is registered against a child care center.
-Immediate suspension of license of the center required if children are in imminent danger.
-Warning given for any other areas of non-compliance; length of time for corrections determined by corrective action plan.
-No process for notifying resource and referral agencies when centers are closed.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Child care worker must be at least 18 years old; secondary child care workers may be 14 years old under direct and constant supervision of staff.
-Compliance with ADA in staff hiring involves advising between licensing workers and child care providers on a case by case basis.

Staff Prescreening
-Prescreening tests required at the time of hiring: child abuse clearance required at hiring; TB test and chest x-ray or medical exam required at hiring and annually, if positive and no INH therapy received; no recent change in TB screening policy.
-Fingerprinting and criminal records background check required; practice not yet implemented.
-Not required - AIDS, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-Substitutes must meet requirements for child care workers.
-Written references not required: verbal is sufficient but there must be at least three. Verbal reference comments must be documented.

Staff Training
-Preservice education and/or experience only required for: center directors and lead/head teachers; none required for: assistant teachers, teacher aides, dietician or kitchen staff.
-20 hours of in-service training is required annually.
-No special training required for infant care, care of children with disabilities, sick child care, drop-in care.
-Annual courses in first aid, CPR, health and safety required for all staff.

Child Documentation Policy
-Immunization records, name of parent(s), address, phone number, doctor, emergency contact person required.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized; schedule has been updated to include Hib.

Discipline Policy
-Corporal punishment prohibited; this includes humiliating and frightening punishment also.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos, or radon as a condition of licensure.
-There is no state financial assistance for the inspection or remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-For child care facility of 13 or more children, rule requires a ventilated, designated smoking area.

Swimming Pool Policy
-No guidelines established specifically for pool safety.

Transportation Policy
-Staff/child ratios must be met.
-Children under 5 must be in passenger restraint system.

Infant Care Programs
-No separate regulations.
-3 licensed facilities in the state provide "infant only" care.

Overnight Care Programs
-Special regulations for overnight care include: regular child/staff ratios are to be maintained during all hours of operation.
-Number of centers providing overnight care not provided.

School Age Care Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations.
-One licensed facilities providing "sick child care" only.

Subsidized Child Care Programs
-Is available; contact: Department of Social Services, Office of Assistance Payments, (605) 773-4678 or Office of Child Care Services, (605) 773-4766.

Programs for Children with Disabilities
-No separate regulations.
-Regulations comply with ADA requirements.

National Life Safety Fire Code
-Fire Marshal rules require compliance with Uniform Building Code, 1991 edition.

Child Abuse and Neglect
-Call local Department of Social Service Office or local law enforcement agency.

Local Contact
-District 1
P.O. Box 2440, Rapid City, SD 57709, (605) 394-2434
-District 2
700 Governors Dr., Pierre, SD 57501, (605) 773-4766/(800) 227-3020
-District 3
P.O. Box 708, Brookings, SD 57006, (605) 688-4330
-District 4
300 E 6th St, Sioux Falls, SD 57102, (605) 367-5460

New or Pending Legislation
-None.
-There may be changes in child care center regulations as a result of welfare reform. A plan has been drafted and is awaiting the Governor's consideration.

TENNESSEE (TN)

Information
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Day Care Licensing
400 Deaderick Street
Nashville, TN 37248-9800
PHONE: (615) 313-4778
FAX: (615) 532-9956

Number and Definition of Regulated Programs
-**2,741** DHS and DOE regulated centers.
-Number includes nursery/preschools.
-Some religiously affiliated programs and school-age programs operated by public schools are regulated by the Department of Education.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; license application fee is $15 to $25, depending on license capacity; money goes to General Fund.
-Fire safety and food/sanitation inspections required annually; building code required by some municipalities.
-General and/or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 30 sq. ft.; outdoor - 50 sq. ft.; defined as "usable play space" (excludes restrooms, halls, kitchen and office space).
-Staff/child ratios: infants - 1:5; toddlers - 1:7; 2 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:15; 5 year olds - 1:20; school age - 1:25; mixed age groups - ranges from 1:6 for infants/toddlers to 1:20 for 4 and 5 year olds.
-Naptime staff/child ratios: ratio in nap room can be 50% of the required ratio if there are enough adults on the premises to meet the normal ratios should an emergency occur; exception - infant/toddler ratios must be maintained.
-Group size delineations: 6 weeks-15 months (maximum group size - 10); 12-30 months (maximum group size - 14); 24-35 months (maximum group size - 16); 3 years (maximum group size - 20); 4 years (maximum group size - 20); 5 years (maximum group size - 20); and 6 years and above (maximum group size - 25). For multi-age groupings: 6 weeks-30 months (maximum group size - 12); 24-47 months and 2-4 years (maximum group size - 16); 30-47 months (maximum group size - 18); 2 1/2 - 5 years (maximum group size - 20); 2 1/2 - 12 years (maximum group size - 10); 3-5 years (maximum group size - 20); 4-5 years (maximum group size - 20); and 5-12 years (maximum group size - 25). Groups can be combined for short periods for a regularly scheduled activity of no more than 30 minutes duration per day as long as staff/child ratios are met.
-At least one staff member with training in CPR/first aid is required to be on premises at all times.

Unannounced Inspection Policy
-Once a year and as situation requires to monitor or investigate complaints.

Complaint Procedure
-If children are in immediate danger, DHS can get a temporary restraining order and simultaneously suspend license; all other violations receive notice and request for corrective action.
-Length of time center has to come into compliance varies with degree of danger or threat of harm.
-Resource and referral agencies notified when a center is closed.
-Response to a complaint registered against a center is immediate if harm is implied; if relating to lesser violations, investigation is delayed until next site visit; report back to complainant if requested.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in center - 18 years.
-TN has a "compliance packet" for centers which includes educational materials on ADA.

Staff Prescreening
-Center staff required to have TB skin test; medical examination required initially and every 3 years thereafter; no recent change in TB screening policy.
-Not required - child abuse clearance and criminal background check, unless reason to suspect; also chest x-ray, unless need is indicated by other tests; AIDS test, measles and Hib, drug and alcohol tests.
-3 written references required in addition to information about last employment.
-Temporary substitutes must meet most requirements of other caregivers but not required to have physical exam.

Staff Training
-Directors required to have high school diploma, 2 years experience, and orientation to job; lead/head teachers: high school education and orientation; assistant teachers and teacher aides: literate and have an orientation; dietician kitchen staff required to have an orientation.
-12 hours annual in-service training required for directors.
-6 hours required for caregivers.
-No special training required for infant care, care of children with disabilities, sick child care, or drop-in care.

Child Documentation Policy
-Information (application) form, child health record, including immunizations and additional exam for infants and toddlers, and health history required.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib.

Discipline Policy
-No physical punishment allowed in centers.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos, or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Currently smoking is prohibited in the presence of children; the "Children's Clean Indoor Air Act" permits adults to smoke in designated smoking areas where children are not allowed access, but written notification must be given to the parents of such a designated area.

Swimming Pool Policy
-Special regulations exist.
-Child/staff ratio must be double the normal ratio.

Transportation Policy
-Compliance with state law regarding safety restraints, commercial driver's license, and liability insurance required when transporting children.

Infant Care Programs
-Additional exam for infants and toddlers required at enrollment; center must also keep daily "activity record."
-No information available about the number of "infant only" centers.

Overnight Care Programs
-Minimal additional regulations exist.
-30 centers provide overnight care.

School Age Care Programs
-Regulations for before and after school programs are incorporated with other center regulations.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-DHS contracts with 14 public or non-profit agencies called Child Care Broker Agencies to manage the voucher program and determine eligibility for CCDBG, SSBG, and At-Risk subsidy. The contact person responsible for Broker Contracts is Mary Nelle Mayfield (615) 313-4759.
-There are about 260 subsidy spaces in 24 agencies which receive CCDBG grants through 18.75% CCDBG funds. These agencies may re-apply for grants at a reduced amount for a max of three years after initial funding. The contact person for these grant agencies is Janet Camp (615) 313-4778.

Programs for Children with Disabilities
-Separate regulations exist relating to equalizing environment.
-Training provided for staff who are holding workshops for providers to educate them on ADA.
-Regional child care resource centers are being established to assist caregivers in successfully including children with disabilities.

National Life Safety Fire Code
-Has been adopted through Fire Marshal (educational codes).

Child Abuse and Neglect
-Every county has a phone number with 24-hour availability.

Local Contacts
-District 1
213 W. Maple Street, P.O. Box 2120, Johnson City, TN 37605-2120

-District 2
State Office Building, 531 Henley Street, Suite 501, Knoxville, TN 37902

-District 3
444 Neal Street, P.O. Box 659, Cookeville, TN 38503

-District 4
TDHS, 1st Floor, Chattanooga State Office Building, 540 McCallie Avenue, Chattanooga, TN 37402

-District 5
209 Wayne St., Ste. 1, P.O. Box 329, Columbia, TN 38402-0239

-District 6
900 2nd Ave., N., Nashville, TN 37202

-District 7
1263 Highway 45, Bypass North, P.O. Box 8, Trenton, TN 38382

-District 8
170 North Main, 8th Floor, Memphis, TN 38103

New or Pending Legislation
-As a result of the most recent review of center standards, proposed changes were presented to the public during the fall of 1995. A year later the rule making process is near completion, but has not been finalized. Welfare reform has impacted the proposed changes and some of the proposed changes have been modified or eliminated as a result. Whether or not additional changes to center regulations will follow is unclear.

TEXAS (TX)

Information
Supplied by: Bill Carver, Standards Specialist
Department of Protective and
Regulatory Services
P.O. Box 149030
Austin, TX 78714-9030
PHONE: (512) 438-3262
FAX: (512) 438-3848

Number and Definition of Regulated Programs

-7,445 licensed centers.
-Nursery schools and kindergartens and schools are not included in this number, religiously affiliated centers are included.

Requirements

-License required; preapproval inspection required.
-Licenses and certificates are non-expiring (valid until revoked or surrendered).
-There is an application fee of $35, provisional license fee of $35 and when the non-expiring license is issued there is another fee of $35 plus $1 for each slot in the licensed capacity. The $35 plus $1 is due each year. Fees go into the state's general fund.
-Fire safety, sanitation, and gas pipes inspections required annually; building code inspection required in some localities.
-Insurance Requirement: Liability insurance in the amount of at least $300,000 for each occurrence of negligence covering injury to a child while the child is in the care of license holder OR the facility must provide the Licensing Division and parents written notification if liability insurance is unavailable because of financial reasons or inability to find an underwriter willing to issue policy or the limits of the current policy are expended.
-Physical security of the child care center (such as a card access system) is not addressed by the State.
-One staff per group of children must have current training in first aid with rescue breathing and choking; one staff per facility (or group of children away from facility) must have current training in CPR for infants and children.

Regulations

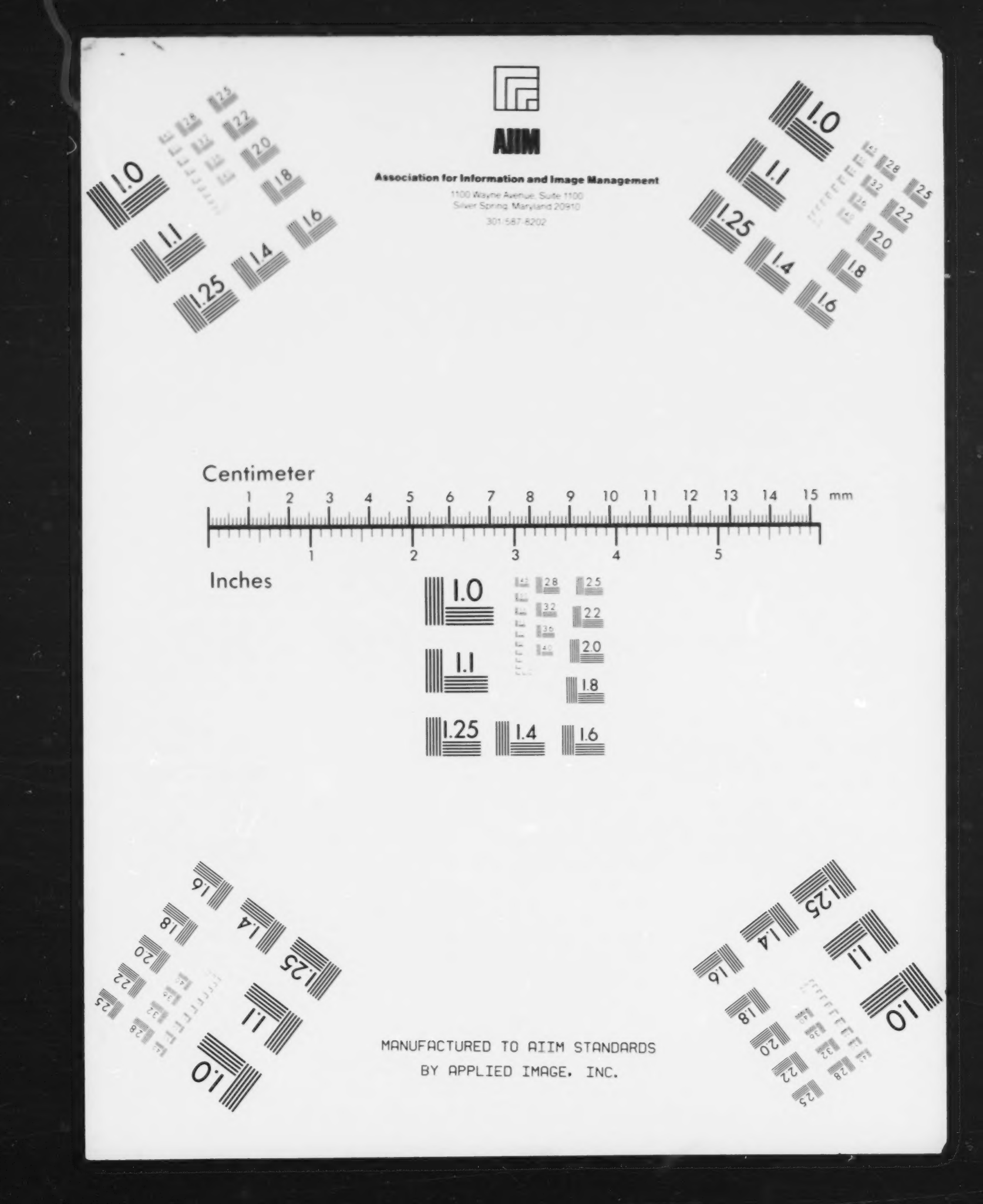
-The following space requirements must be met:
(1) 30 sq. ft. of indoor activity space measured wall-to-wall, on the inside, for each child in the facility not including single-use areas such as restrooms and kitchens.
a. Children under 18 months of age must be cared for in rooms and outdoor play areas separate from older children (unless there are 12 or fewer children in the center).
b. [As of 9/1/97] Each child under 18-months old must have 30 sq. ft. of indoor activity space in the area(s) in which care is being given.
(2) 80 sq. ft. of outdoor play space for each child using the outdoor area at one time.

-Current staff/child ratios: 0-11 months - 1:5; 12-17 months - 1:6; ratios for toddlers and older children depend on the age of youngest child in group and number of children of youngest age.
-Staff/child ratios effective 9/1/97: 0-12 months - 1:4, 2:10; 13-17 months - 1:5, 2:12; 18-23 months - 1:7, 2:15; 2 yrs. - 1:9, 2:18; 3 yrs. - 1:13, 2:26; 4 yrs. - 1:16, 2:28; 5 yrs.- 1:20, 2:30; 6-8 yrs. 1:22, 2:35; 9-13 yrs. - 1:25, 2:35.
-Naptime staff/child ratios: for children 18 mos. and older - 50% of current ratio plus 25% of remaining staff in the building.
-Group size delineations: 0-11 months (maximum group size - 14); 12-17 months (maximum group size - 14); 18 months (maximum group size - 18); 2 years (maximum group size - 35); 3 years (maximum group size - 35); 4 years (maximum group size - 35); 5 years (maximum group size - 35) and 6 years and above (maximum group size - 35).
-Requires one person per group of children be certified in First Aid with choking and rescue breathing, and one person present in each facility be certified in CPR.

Unannounced Inspection Policy
-Law requires one unannounced visit per year, but all may be.

Complaint Procedure
-The licensing agency cannot itself close a day care center; however, the licensing statute allows the agency to petition the court for a temporary restraining order or an injunction.
-Due process requirements dictate that any time noncompliance with the child care standards could lead to a revocation, the facility is given notice and an opportunity to correct.
-Length of time center has to come into compliance varies according to the particular noncompliance(s) in the situation. Some are immediately correctable, while others may take longer.
-Resource and referral agencies notified when a center is closed.
-Response process to complaints registered against a center: runs on a system of priorities based on the nature of the allegations.

Staff Qualifications
-No person with a conviction or who is under indictment for, or is the subject of an official criminal complaint alleging violation of any of the crimes listed in Appendix II or a felony violation of Texas Controlled Substance Act may be present while children are in care.
-The director must be at least 21 years of age and have a high school diploma or its equivalent and one of the following (a person who is a director of a center on June 1, 1995 has 4 years from that date to comply if that person remains in the same position):
 -as associate in applied sciences degree in child development or a related degree with 6 college credit hours in child development and 6 college credit hours in business management, and 2 years experience in licensed child care facility;
 OR
 -a Child Development Associate credential with 6 college credit hours in business management, and 2 years experience in a licensed child care facility;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OR
-60 college credit hours with at least 9 credit hours in child development or early childhood education or the equivalent and 6 credit hours in business management, and 2 years experience in a licensed child care facility;
OR
-a child care administrator's credential issued by professional organizations or educational institutions that are recognized by the Licensing Division based on published criteria, and 2 years of experience in a licensed child care facility;
OR
-3 years experience in a licensed child care facility and 9 credit hours in child care, child development or early childhood education and 9 credit hours in business management from an accredited college or university (5 continuing education units (CEU's) may be substituted for each 3 credit hours;
OR
-a bachelor's degree from an accredited college or university with 12 credit hours of development or early childhood education, 6 credit hours of business management, and 1 year of experience in a licensed child care facility.

-Staff in child care centers must be at least 18 years of age and have a high school diploma or its equivalent. Persons 16 or 17 years old must not be left alone with and in charge of a group of children but may be counted in the child/staff ratio provided that person works in the same room with and is supervised by a qualified staff member and:
  a. has a high school diploma or its equivalent; Or
  b. is enrolled in or has completed a career program related to child care approved by the Texas Education Agency or another state or federally approved child care career related program.

Staff Prescreening

-All staff names are checked with state's department of public safety; criminal records background check required; fingerprinting required if they live outside the state and work in a TX facility; child abuse clearance required for director only.
-TB skin test (required if recommended by the local or state Health Department); no recent change in TB screening policy.
-Not required - medical examination, AIDS test, Hib and measles immunizations, and drug and alcohol tests.
-Conditional hiring prior to results of prescreening is allowed until results are received.
-Written references not required.
-Substitutes are permitted and generally must meet the same requirements as regular staff.

Staff Training

-The director must participate yearly in at least 20 clock hours of training. At least 6 clock hours must be in management and staff supervision and 6 clock hours must be in child development or early childhood education. The director of a school-age-care-only facility may substitute 6 clock hours in recreational leadership or related area for the 6 clock hours in child development or early childhood education.
-Before new staff without experience in a regulated child care facility or relevant training are given responsibility for a group of children they must complete 8 hours of preservice training which covers the following areas: developmental stages of children; age-appropriate activities for children;

positive guidance and discipline of children; fostering children's self-esteem; health and safety practices in the care of children; positive interaction with children; supervision of children; and detection and reporting of suspected child abuse and neglect.

-All new staff, including volunteers who are counted in facility child/staff ratio, must be oriented in the following when they begin work:
  -the requirement in these minimum standards;
  -the facility's child care policies, including discipline, guidance, and the release of children;
  -the procedures to follow in handling emergencies; and
  -use and location of fire extinguishers.
-All staff must obtain at least 15 clock hours of training annually, exclusive of CPR and First Aid, selected from the following areas: child development; care of children with disabilities; adult and child health; nutrition; safety; curriculum-planning; risk management; identification and care of ill children; recognition of child abuse, neglect and sexual abuse, and responsibility for reporting these; cultural diversity; professional development (communication, time management, stress management). For staff assigned to particular groups of children, topics from the following areas are included in the clock hours: care of infants; care of toddlers; care of preschool children; care of school-age children.

Child Documentation Policy

-The center must obtain enrollment information for each child before admission. The center must keep this information as long as the child is in care. The parent must sign a form that contains detailed information on the child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Immunization and tuberculosis test requirements ensure that each child's immunization record includes the child's birth date, the number of doses and types, and the date (month, day and year) the child received each immunization; compliance is measured by one or more of the following ways:
  -a dated record that the child has been immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and Hib (record with a rubber stamp or signature of the physician or health personnel or machine or handwritten copy of the immunization record with handwritten copies signed by the person making the copy); a dated statement by physician or other authorized health personnel that immunizations have begun; a certificate or affidavit signed and dated by a physician duly licensed to practice in the United States stating the immunization would be injurious to health and well-being of the child; an affidavit signed by parent or guardian stating immunization conflicts with tenets and practices of a recognized religious organization; and a dated statement signed by the child's parent that the child's immunization record is current and on file at the school the child attends.
-All enrolled children must be immunized per the following schedule:
  -Younger than 2 months - none
  -2-3 months - 1 dose of OPV, DTP and HibCV
  -4-5 months - 2 doses of OPV and DTP
  -4-14 months - 2 doses of HibCV
  -15 months through 4 years - 1 dose of HibCV on or after 15 months unless a schedule for a primary series and a booster was completed prior to or at 15 months of age

-18 months through 4 years - 3 doses of OPV, 4 doses of DTP, 1 dose rubella vaccine on or after first birthday or serologic confirmation of measles immunity; and 1 dose of mumps vaccine on or after first birthday or physician-verified history of illness or serologic confirmation of mumps illness.
-5-6 years - 3 doses of OPV, including 1 dose since 4th birthday; 4 doses of DTP/DTaP/DT/Td including 1 dose since 4th birthday; 1 does of rubella vaccine on or after first birthday or serologic confirmation of rubella immunity; 1 dose of measles vaccine on or after first birthday or physician-verified history of illness or serologic confirmation of measles immunity; and 1 dose of mumps vaccine on or after first birthday or physician-verified history of illness or serologic confirmation of mumps immunity. Proof of pertussis vaccination not required for children age 5 years and older.
-7 years and older - 3 doses of OPV, including one since 4th birthday; 3 doses of DTP/DT/Td including 1 dose since 4th birthday and 1 dose within the past 10 years; 1 dose of rubella vaccine on or after first birthday or serologic confirmation of rubella immunity; 1 dose of measles vaccine on or after first birthday (second dose of measles vaccine required for children born on or after 9/1/78; proof of second dose of measles vaccine not required until the child is 12 years old, plus 30 days) or a physician-verified history of measles illness or serologic confirmation of measles immunity will satisfy either requirement; and 1 dose of mumps vaccine on or after first birthday or physician-verified history of illness or serologic confirmation of mumps immunity.
-All immunizations should be completed by the time of enrollment; however, a provisional enrollment is allowed, provided at least one immunization has been received and the remaining required immunizations must be completed as soon as it is medically possible.
-TX law allows exclusions from these minimum mandatory requirements for medical or religious reasons.

Discipline Policy
-Discipline and guidance of children must be consistent and based on an understanding of individual needs and development.
-Positive methods which encourage self-esteem, self-control, and self-direction must be used.
-There must be no harsh, cruel or unusual treatment.
1. Corporal punishment or threats of corporal punishment are prohibited.
2. Children must not be shaken, bitten, hit, or have anything put in or on their mouth as punishment.
3. Children must not be humiliated, yelled at, or rejected.
4. Children must not be subjected to abusive or profane language.
5. Punishment must not be associated with food, naps, or toilet-training.
6. Bed wetters must not be shamed or punished.
7. Staff may use brief, supervised separation from the group if necessary, but staff must not place children in locked room or in a dark room with the door closed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.

-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy

-People must not smoke at the facility, during transportation, or on field trips.

Swimming Pool Policy

-The child/staff ratio for water activities must be met as follows:

1. For wading/splashing activities (less than two feet of water) the child/staff ratio is as required for regular classroom activities EXCEPT when wading/splashing activities include children under 4 years of age, at least two adults must be present.
2. For swimming (more than 2 feet of water) the child/staff ratio is more strict EXCEPT that when 4 or more children are swimming, at least two adults must be present. The number of regular staff may be supplemented by parents or volunteers trained in the facility's procedures for supervising swimming.

-Swimming pools at or away from the facility, must:
 -have at least one lifesaving device for each 2,000 sq. ft. of water surface within a minimum of two devices for each swimming pool;
 -have drain grates that are in place, in good repair, and that cannot be removed without using tools;
 -not have pool chemicals that are accessible to children;
 -not have unlocked machinery rooms when the facility children are present;
 -be built and maintained according to the standards of the TX Natural Resources Conservation Commission and any other applicable state or local regulations.
-Swimming pools at the facility must be built and maintained such that unsupervised access to the pool will be prevented.

Transportation Policy

-The child/staff ratio for transporting children is:
 -One adult in addition to the driver must be present for each group of 4 children under two years of age;
 -For children 2 years old and older, the child/staff ratio is established by following the options in the regular classroom child/staff ratio.
-Each child being transported must ride in an infant carrier, child seat or seat belt, as appropriate to the child's age, size, and condition. This requirement applies to any vehicle used by or for the facility to provide transportation, with the exception of a bus with a gross vehicular weight rating (GVWR) of 10,000 pounds or more. This requirement applies to all transportation, including, but not limited to, to and from the facility, to and from the child's school, and on field trips.
 -all restraint devices must have been manufactured dynamically crash-tested according to federal standards and installed according to instructions provided by the manufacturer.
 -appropriateness of infant seat, child restraint, or seat belt is determined as follows:
  a. An infant who cannot sit up must be restrained in an infant carrier designed as a child passenger device;
  b. A child under two years of age who can sit alone must be seated in a child seat;
  c. A child age two or older must ride in either a child seat or in a seat belt.

-only one child may use each seat belt at a time.
-a child may ride in a shoulder harness and seat belt if the shoulder harness goes across the child's chest and not across the child's face or neck.
-the driver and all adult passengers in a vehicle transporting the children must be properly restrained by a seat belt when the vehicle is in motion.
-The following must be in the vehicle when children are being transported: a list of children being transported; first aid supplies; emergency medical treatment forms for each child being transported; a minimum of one operational fire extinguisher, approved by local or state Fire Marshal; safety secured in passenger compartment and accessible to the adult occupants.

Infant Care Programs
-There is not a separate set of standards for infant care, but the following requirements apply to children under 18 months-of-age:
1. Staff must talk to, hold, and play with the children.
2. Children in cribs, while awake, may remain in their cribs for up to one hour as long as they stay content and responsive.
3. Each child must be allowed to explore outside the crib or playpen each morning and afternoon.
4. A child not yet ready for table food must be fed a formula or diet approved in writing, signed and dated by the child's physician or parent, and dated as changes are made.
   a. Bottles must be clearly marked with the child's name.
   b. Bottles must never be propped; the child or adult must hold the bottle.
   c. Children up to 6 months of age must be held while being bottle-fed.
5. Children no longer being held for feeding must be fed in a manner that ensures their safety and comfort.
6. A staff member must always be in the room with the children.

Overnight Care Programs
-Special regulations include: applicable fire and safety requirements; staff awake at all times; appropriate sleep equipment.
-Data not available for how many centers provide overnight care.

School Age Programs
-There are individual standards in the day care standards that are specific to school-age care, but not a separate set of standards.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Ms. Charlotte Brantley, Texas Dept. of Human Services E-411, P.O. Box 149030, Austin, TX 78714-9030 (512) 450-4167.

Programs for Children with Disabilities
-No separate regulations exist.

National Life Fire Safety Code
-Has not been adopted.

Child Abuse and Neglect
-Statewide Child Abuse Hotline: (800) 252-5400.
-Licensing has its own specialized abuse/neglect investigations.

Local Contact
-Local contact offices throughout the state.

New or Pending Legislation
-For the 1996-1997 Biennium:
 -Increase the number of hours available per case in child Protective Services, Adult Protective Services, and Child Care Licensing.
 -Automation of the Licensing Program.
 -Improving worker safety.
 -Designating child care into two categories: home care or center care (for ease in regulation).
-No changes in child care center regulations are expected as a result of welfare reform.

UTAH (UT)

Information
Supplied by: Patricia Kreher, Director
Office of Licensing
Department of Human Services
120 North 200 West
Salt Lake City, UT 84106
PHONE: (801) 538-4242
FAX: (801) 538-4553

Number and Definition of Regulated Programs
-320 licensed centers.
-Religiously affiliated programs, as well as those regulated by the Board of Education, are exempt in certain instances.
-Nursery schools and prekindergartens are licensed only if children are in attendance more than 4 hours a day.

Requirements
-License required; centers visited prior to license update.
-Licenses renewed annually; license fee is $1.50 per child plus $25 flat fee; fee goes into State General Fund.
-Inspections required annually: fire safety; health (environment) child and adult care food program, immunizations; building code inspection required at initial opening.
-General liability insurance required if center has state contract; no professional liability insurance required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 40 sq. ft.; in collaboration with State Fire Prevention Board.
-Staff/child ratio: infant - 1:4; toddlers (under 2 years old) - 1:4; 2 year olds - 1:7; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:20.
-Naptime staff/child ratios: children may be under the supervision of 50% of above-listed ratio, but there must be direct supervision of children at all times.
-Group size delineations: no group of children shall be larger than 25 children; maximum number of infants in any one group or in any one room or area of the facility shall not exceed 8.
-One person on duty required to be certified in first aid/CPR through Red Cross, or equivalent, at all times.

Unannounced Inspection Policy
-Goal is for 2 unannounced monitoring visits per year, as well as for complaint investigations.

Complaint Procedure
-Policies that require immediate closing of a center exist.

-If health, safety, welfare of children is jeopardized but does not pose an immediate threat, can issue a 30 day notice of revocation/suspension.
-Center has 30 days to come into compliance; less if necessary.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are responded to; length of time and action based on verifiable nature of complaint.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-No information available about compliance with ADA.

Staff Prescreening
-Center staff required to be prescreened by criminal background check, and medical examination initially and if leave to work at new center; child abuse clearance required initially and yearly; TB skin test required as specified by Health Department; chest x-ray not required unless TB test is positive; no recent change in TB screening policy.
-Not required - AIDS, drug and alcohol tests; no information available about measles or Hib immunizations for staff.
-Conditional hiring prior to results of prescreening is allowed; length of time not specific in standards, but generally 30 days for full compliance with all requirements.
-For use of temporary substitutes, centers must develop a list and post at the center; minimal on-site information required; must have fingerprint check.
-Written references not required; are accepted and used if provided, particularly for directors.

Staff Training
-Director required to have a CDA or better in early childhood education, plus 1 year of experience; lead/head teachers, assistant teachers, aides must be at least 18 years old and have high school diploma or equivalent; persons under 18 years old are not counted towards staff ratios.
-Center staff required to have annual in-service training: first year - 40 hours (10 health related); each year thereafter - 20 hours (5 health related).
-No special training required for infant care, sick child care, or drop in care; standards being developed for care of children with disabilities.
-Center staff required to be trained in general first aid/CPR.

Child Documentation Policy
-Registration form, immunization, health evaluations, proper age group with proper ratios, emergency contacts, parents information on center policy/procedures, other pertinencies such as restraining orders, etc. required.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including Hib series.

Discipline Policy
-Corporal punishment prohibited; no punishment with food, toileting, rest or humiliation allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of radon, asbestos or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is not permitted in any public building or child care facility.

Swimming Pool Policy
-No wading pools or other pools, screened by Health Department.

Transportation Policy
-Have enhanced existing Department of Public Safety standards to specifically address child care.

Infant Care Programs
-Separate regulations exist.
-No information available on "infant only" centers.

Overnight Care Programs
-None.

School Age Care Programs
-All preschool regulations apply plus separate regulations for before and after school programs.

Sick Child Care Programs
-Regulations for caring for sick children incorporated into core standards, specify which children must be excluded and those that may stay - in consultations with parents. No programs have chosen this license.

Subsidized Child Care Programs
-Is available; contact Office of Family Support, 120 N. 200 West, SLC, UT, 84103 (801) 538-3970.

Programs for Children with Disabilities
-Separate regulations for the care of children with disabilities exist.
-All preschool regulations also apply.
-No information or training given to providers about compliance with ADA.

National Life Safety Fire Code
-Code has been adopted; exception is 1:4 ratio for infant care where immediate outside exit is available or room has automatic sprinklers.

Child Abuse and Neglect
-Call (800) 678-9399, all law enforcement agencies, any number with the Division of Family Services.

Local Contact
-Patricia Kreher, Director (801) 538-4242

New or Pending Legislation

-During 1997 legislative session, legislation will be presented to change the authority of child care licensing from the State Department of Human Services to the State Department of Health.

-No other changes in the child care center regulations are expected as a result of welfare reform.

VERMONT (VT)

Information
Supplied by: Coleman Baker, Chief
Child Care Licensing
Child Care Services Division
103 South Main Street
Waterbury, VT 05671-2401
PHONE: (802) 241-2158
FAX: (802) 241-2980

Number and Definition of Regulated Programs
-500 licensed centers (includes 80 licensed preschools).
-Day care center and preschool category; all are known as Early Childhood Programs with same regulations.
-Number includes nursery schools, prekindergartens and religiously affiliated centers, and non-recurring child care settings at ski areas and shopping malls.

Requirements
-License required; preapproval inspection required; annual renewal required; no license fee.
-Fire safety and building code inspections only at initial licensure and upon complaint.
-Regular general liability insurance required; professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; preschool - 1:10; school age - 1:13; mixed age groups - lowest ratio.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: maximum number of children assigned to a teacher/caregiver or team of staff members who meet together regularly and can be identified with one another as being distinct from the larger population of children in care.
-Must have one person on duty at all times with CPR training.

Unannounced Inspection Policy
-Two unannounced monitoring visits each year, unless warranted more often.

Complaint Procedure
-Immediate closing of a center (suspension) required if children are in imminent peril; otherwise infraction determines how long center has to come into compliance: 5-90 days.
-Resource and referral agencies notified when a center is closed or if revocation intention is sent.
-All complaints against a center (anonymous or otherwise) are investigated.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; minimum is 16 in school age programs when within sight or earshot of a qualified adult caregiver; 17 for vo-tech child care students/graduates.
-First aid is not a separate preservice and/or in-service training requirement.
-Compliance with ADA in staff hiring involves providing information to administrators.

Staff Prescreening
-All staff are required to be prescreened by child abuse clearance and VT criminal records background check.
-Not required - fingerprinting, TB skin test, chest x-ray, medical exam, AIDS test, Hib and measles immunizations, and drug/alcohol tests; no recent change in TB screening policy.
-Three written references or notes taken in telephone interviews required from non-related persons.
-Temporary substitutes must have 3 references prior to 4th day of assignment.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, and teachers; assistants must complete 30 hour course in child development within on year of commencing employment; no requirements for the dietician and kitchen staff.
-6 hours in-service training is required annually for staff.
-9 hours for the director and head teacher.
-2 hours of specialized training required for infant, toddler, preschooler, and schoolager care, care of children with disabilities, or drop-in care, depending on the age of the children in the caregiver's group.

Child Documentation Policy
-Written information required for child enrollment.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized; including the Hib immunization and Hib for infants.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are required to be tested for the presence of asbestos as a condition of licensure; essential maintenance practices must be performed annually to protect children from hazards associated with lead paint; no requirement for testing for radon.
-There is state financial assistance for inspection in child care facilities for asbestos; none for lead or radon.

Smoking Policy
-Smoking is prohibited on the premises or in view of the children.

Swimming Pool Policy
-Guidelines include: prior written permission, lower child/staff ratios; pools must be fenced and equipped with special locking devices.
-Child/staff ratio affected: Non-schoolage children are 1:2 if no lifeguard is present or 1:4 if lifeguard is present and dedicated to group; 1:6 for schoolagers if no lifeguard dedicated to group; 1:12 if lifeguard is dedicated to schoolagers group.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Numbers, seatbelts, car seats required.

Infant Care Programs
-Smaller staff/child ratio and rocking chairs required in infant areas; toileting and highlights of child's day reported to parents each day.
-No centers provide care to "infants only," however, this is not prohibited by state regulation.

Overnight Care Programs
-No special regulations for overnight care.
-No centers provide overnight care, but not prohibited by regulation.

School Age Care Programs
-Separate regulations for programs providing care exclusively for school age children.

Sick Child Care Programs
-No care permitted for sick child care; however, a work group has been assigned to develop requirements in this category.

Subsidized Child Care Programs
-Is available; contact Child Care Services Division, 103 South Main St., Waterbury, VT 05671-2401; (802) 241-3110.
-5% pay differential paid to programs accredited by NAEYC and NCCA.

Programs for Children with Disabilities
-Staff must know how to respond to particular child.
-Compliance with ADA in providing services to children involves bringing information to the staff.

National Life Safety Fire Code
-Adopted; if new construction, 1987 BOCA with 1988 Supplement; for existing, NFPA 101 Life Safety Code 1994.

Child Abuse and Neglect
-Call (802) 241-2131.

Local Contact
-No information provided.

New or Pending Legislation

-New definition of recreation program recently adopted; thereby clarifying that programs offering full day services to children who have not yet attended school must be licensed as child care and no longer can be considered exempt from licensure because they are operated by a recreation department.
-No changes in child care center regulations expected as a result of welfare reform.

VIRGIN ISLANDS (VI) **

Information
Supplied by: Verna C. Garcia, Administrator
Volunteers & Special Programs
Department of Human Services
3011 Golden Rock
Christiansted, St. Croix
U.S. Virgin Islands 00820-4355
PHONE: (809) 773-2323
FAX: (809) 773-6121

Number and Definition of Regulated Programs
-176 licensed centers.
-Includes nursery schools, preschools, prekindergartens and religiously affiliated centers; certification required government centers.

Requirements
-License for private centers; preapproval inspection required.
-License renewed annually; certificates renewed biennially; fee is $50; fees used for training and other activities.
-Provisional licenses may be issued, but not valid for more than six months.
-Fire safety and sanitation inspections required annually; building code inspections required initially.
-General and/or professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed.

Regulations
-Space requirements per child: indoor - 25 sq. ft.; outdoor - 45 sq. ft.
-Staff/child ratios: 2-3 years - 1:8; 3-4 years - 1:9, 4-5 years - 1:11; school age - 1:12; mixed ages - determined by age of youngest child.
-Children under 2 years of age not permitted in centers.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: if mixed age groups - 2-6 years (maximum group size - 8); 3-6 years (maximum group size - 9); 4-6 years (maximum group size - 20); 6-14 years (maximum group size - 24); and 8-14 years (maximum group size - 30); if homogeneous grouping - 2-3 years (maximum group size - 8); 3-4 years (maximum group size - 18); 4-5 years (maximum group size - 22) and 5-6 years (maximum group size - 24).

Unannounced Inspection Policy
-At least 2 inspections per year must be unannounced; all others may be announced.

Complaint Procedure
-Are policies which require immediate closing of a center.
-Length of time center has to come into compliance depends on severity of violation.

-No formal resource and referral agencies.
-Complaints registered against a center are investigated.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director - 21; minimum age requirement for staff - 18.
-At least one staff person must be certified in CPR/first aid with every three year recertification.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance, criminal background check, and TB skin test; chest x-ray required if indicated; no recent change in TB screening policy; medical examination required if staff member is over age 60; no information on requirement for measles or Hib immunizations.
-Not required - fingerprinting, AIDS, drug and alcohol tests.
-3 written references from unrelated persons required for center staff.
-Conditional hiring not allowed.
-No policy regarding use of temporary substitutes.

Staff Training
-Combination of preservice education and/or experience required for center director.
-Teaching staff required to have GED or 3 years experience working in an early childhood program; no requirements for the dietician and kitchen staff.
-In-service training required twice a year for teaching staff.
-Special training required for care of children with disabilities.
-No special training for sick child or drop-in care.

Child Documentation Policy
-Center must maintain a record on each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized.
-Immunization required as part of annual health examination, including Hib.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for radon, asbestos, or lead.

Smoking Policy
-Smoking is prohibited in the presence of children.

Swimming Pool Policy
-At least one adult holds current life-saving certificate, other staff members who can swim.
-Children must be supervised while in the water.
-Child/staff ratio not affected.

Transportation Policy
-Special regulations concerning the transportation of children included.

Infant Care Programs
-No infant care (children under age 2 years) permitted in centers.

Overnight Care Programs
-Special additional rules and regulations.
-2 centers provider overnight care.

School Age Care Programs
-Special additional rules and regulations.

Sick Child Care Programs
-No information provided.

Subsidized Child Care Programs
-Licensed facilities may register with the Department of Human Services for participating in Child Care and Development Block Grant certificate program.

Programs for Children with Disabilities
-Special additional rules and regulations.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call (809) 773-9272, (809) 776-3966, (809) 774-4393 or (809) 773-2323.

Local Contact
-No information.

New or Pending Legislation
-None.
-No information about changes in child care center regulations as a result of welfare reform.

(**) indicates information was not verified by the State by press date.

VIRGINIA (VA)

Information
Supplied by: Arlene Kasper
Program Development Supervisor
DSS, Division of Licensing Programs
Theater Row Building
730 E. Broad Street
Richmond, VA 23219-1849
PHONE: (804) 692-1791
FAX: (804) 692-2370

Definition and Number of Regulated Programs

-2,278 licensed centers [with a capacity of 172,850].
-This includes day care centers, nursery/preschools, and hospital operated centers.
-Religiously affiliated centers may choose voluntarily to be licensed, but are otherwise exempt.

Requirements

-License required; preapproval inspection required.
-Licenses renewed up to three years; fees based on capacity and range from $14 - $200; fees used for provider training.
-Fire safety inspections required annually; water, sewage and food service inspections as required by the local health department; building code inspections required initially; asbestos inspection required one time.
-General liability insurance required; professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 25 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants -1:4; young toddlers - 1:5; 2 and 3 year olds - 1:10; 4 year olds - 1:12; schoolage - 1:20; mixed age groups - ratio for youngest child applies. Exception: Montessori preschools may meet the alternative requirements as stated in the Montessori Module added to licensing standards.
-More restrictive staff/children ratios for centers falling under the definition of a therapeutic child development program.
-Naptime staff/child ratios: ratios may double (for children 16 months old to age of eligibility to attend public school), if (1) staff person is in sight and sound of resting children, (2) staff are within facility and available to assure safe evacuation in an emergency, and (3) an additional person is present if necessary.
-Group size delineations: none.
-Centers must have at least one staff person on the premises during all hours of operation and at least one person on field trips and wherever children are in care who has successfully completed a first aid course from the American Red Cross or National Safety Council, or a competency based course that meets

certain criteria for the curriculum and the instructors meet certain qualifications. Primitive camps must have a staff person on the premises during the hours of operation who has successfully completed at least first responder training within the past 3 years.

Unannounced Inspection Policy
-At least one announced and one unannounced visit per year.

Complaint Procedure
-No policies require immediate closing of day care centers; any noncompliance that is cited constitutes a warning.
-Length of time center has to come into compliance depends on circumstances. Sanctions may be imposed, including: (1) Reduced capacity; (2) restricted new admissions; (3) required training; (4) renewal of license denial and (5) revoking current license.
-No process for notifying resource and referral agencies when a center is closed, but they may contact state agency for directory of currently licensed centers.
-Complaints, written or oral, registered against a center are responded to.
-Hotline established: (800) KIDS-LIL (800) 543-7545) for both complaints and information; includes: parenting tips; provider training information; and information on becoming a licensed caregiver.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center program directors is 21, program directors of centers for only school-age children can be as young as 19 years if supervised by an administrator meeting certain qualifications; minimum age for other staff other than aides is 18; minimum age for aides is 16.
-Compliance with ADA in staff hiring: Licensee is responsible for ensuring the center's activities, services and facilities are in compliance with local, state and federal laws and mandates including ADA.

Staff Prescreening
-Staff required to be prescreened with criminal records background check; need to provide documentation of being free of TB in a communicable form upon initial employment and a tuberculosis examination every two years.
-Not required - child abuse clearance, fingerprinting, chest X-ray, medical examination, AIDS test, Hib and measles immunizations and drug, alcohol tests.
-Conditional hiring is allowed: 21 days for TB test and for criminal background check.
-Require two references from previous employers or other knowledgeable and objective sources - need not be in writing.
-A center shall maintain the ratio by temporary or substitutes; but any employee and certain volunteers coming in contact with children must have TB test, criminal record check, orientation training and meet general qualifications.

Staff Training
-Directors for programs serving children of preschool age or younger: 21 years of age plus: graduate degree in child related field and 6 months programmatic experience; or B.A. in a child related field and 1 year programmatic experience; or 48 semester hours (of which 12 hours are related to group care of children) and 1 year programmatic experience; or 2 years programmatic experience with 1 year staff supervisory experience plus one of the following: 48 semester hours; 1 year (30 credit) Early Childhood Certificate; or C.D.A [Experience must be age

appropriate. Qualifications vary for program directors serving school age children and in programs exclusively for children with disabilities.]
-Child care supervisors working with children preschool age or younger must be at least 18 years of age and have a high school diploma or GED, plus: hold a B.A. in child related field; or 48 semester hours (of which 12 hours are related to the group care of children) and 6 months programmatic experience; or CDA credentials; or one year Early Childhood Certificate and 6 months programmatic experience; or 1 year of programmatic experience, plus 10 hours minimum of developmentally appropriate training. [Experience must be age appropriate. The qualifications vary for child care supervisor working with school age children and in programs exclusively for children with disabilities.]
-For aides, dietician or kitchen staff, general qualifications for health and orientation. (Aides must be at least 16 years of age.)
-8 hours annual in-service training required for staff working with children.
-No special training required for infant care, sick child care, or drop in care.
-Staff working with children in programs exclusively for children with disabilities must meet different qualifications and obtain more training.

Child Documentation Policy
-Center must have on each enrolled child: name; sex; birth date; address; home phone numbers; name and phone number of child's physician; names, addresses and phone numbers of two designated emergency people; parents work numbers and place of employment; allergies; intolerances of substances and action to take in an emergency; names of persons authorized to pick up child; also child's grade level in school and name of school program, if applicable; daily attendance; immunization record; general health information; various agreements or authorizations; enrollment and termination dates.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Immunizations required, including Hib (if child is under 30 mos. of age at the time of enrollment); required by VA Health Code.

Discipline Policy
-There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking; forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizonal to the body); restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; or using exercise as punishment.
-Children shall not be shaken at any time.
-The center shall neither force nor withhold meals or snacks, neither force nor withhold naps, not punish toileting accidents in disciplining.
-Staff shall not be verbally abusive.
-When separation is used, it shall be brief and appropriate to child's level. No child confined to any space the child can not open. Staff not allowed to give a child authority to punish another child.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead or radon as a condition of licensure; asbestos inspection required for centers located in facilities under construction prior to 1978.
-The Department has no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited inside the center and outside the center in the presence of children; exception: smoking may be allowed inside the building if it occurs in a room with a separate air circulation system from the one used for children's areas and the circulation system is vented directly to the outdoors.

Swimming Pool Policy
-Specific guidelines for swimming and wading activities exist in Part 6 of VR 175-08-01 Minimum Standards for Licensed Child Day Centers Serving Children of Preschool Age or Younger and VR 175- 09-01, Minimum Standards for Licensed Child Day Centers Serving School Age Children.
-Child/staff ratio remain the same; senior lifesaver/instructor not counted in ratio; must have 2 staff supervising children during swimming/wading activities.
-If swim area depth is more than 2 feet, instructor must hold a current certificate issued by either Red Cross, YMCA, Boy Scouts, etc. in water safety. (Not limited to Red Cross Certificate).

Transportation Policy
-Centers must provide parents with transportation safety policies when transportation is provided.

Infant Care Programs
-No separate regulations, but within the regulations there are special requirements for centers serving infants.
-Two centers provide care to "infants only," defined as birth through 16 months.

Overnight Care Programs
-There are no separate regulations for overnight care, but within child day care center regulations there are special requirements for overnight care.
-Number of centers providing overnight care not available, but 43 centers offer evening care, which can include the centers offering overnight care.

School Age Programs
-Separate regulations exist.

Sick Child Care Programs
-No separate regulations, but have licensed several of these programs through an allowable variance or waiver process.

Subsidized Child Care Programs
-Is available; contact Division of Services Programs, DSS, 730 East Broad Street, Richmond, VA 23219-1849 - Jean Collins (804) 692-1616.

Programs for Children with Disabilities
-American Disabilities Act now requires mainstreaming.
-For compliance with ADA in providing services to children, see Staff Qualifications.

-There are special requirements for programs exclusively serving children with disabilities.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call (800) 552-7096.

Local Contact
-Central Regional Office
Wythe Building, Suite 130
1604 Santa Rosa Road
Richmond, VA 23229-5008
Phone (804) 662-9743

-Eastern Regional Office
Pembroke Office Park
Pembroke IV Office Bldg., Suite 300
Virginia Beach, VA 23642-5496
Phone (757) 491-3990

-Northern Regional Office
320 Hospital Drive, Suite 23
Warrenton, VA 22186
Phone (540) 347-6345

-Piedmont Regional Office
Commonwealth of Virginia Bldg.
10 Church Avenue, S.W., Suite 100
Roanoke, VA 24011-1779
Phone (540) 857-7971

New or Pending Legislation
-None.
-Virginia implemented its own welfare reform plan (VIEW) in 1995; no changes in child care regulations are anticipated as a result of passage of welfare reform legislation at the Federal level.

WASHINGTON (WA)

Information
Supplied by: Karen Tvedt, Chief
Office of Child Care Policy
P.O. Box 45710
Olympia, WA 98504-5710
PHONE: (360) 902-8038
FAX: (360) 902-7903

Number and Definition of Regulated Programs
-1,734 licensed centers.
-Nursery schools and kindergartens are specifically exempted by statute; a separate or free standing preschool is exempt.
-Religiously affiliated centers are included.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 3 years; license fee is $4 per child per year; fee goes into the State's general fund.
-Fire safety and health inspections required every 3 years.
-General and/or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft. & 50 sq. ft. for infants under one year; outdoor - 75 sq. ft.; outdoor space may be less if children rotate play (use of area).
-Staff/child ratios: infants - 1:4; toddlers - 1:7; preschoolers - 1:10; school age - 1:15; mixed age groups - ratio designated for youngest child.
-Naptime staff/child ratios: no change from above, but staff may perform additional activities during naptime.
-Group size delineations: 1-11 months (maximum group size - 8); 12-29 months (maximum group size - 14); 30 months-5 years (maximum group size - 20); and 5 years and older (maximum group size - 30).

Unannounced Inspection Policy
-Occur occasionally, usually in response to complaints; goal is to provide annual monitoring.

Complaint Procedure
-Complaints registered against a center are prioritized; a summary suspension is used for serious health and safety violations which place children in imminent danger.
-Length of time center has to come into compliance depends on the deficiency.
-Resource and referral agencies are notified when facility is being investigated for possible child abuse/neglect or when a letter of intent to suspend or revoke is sent.
-Complaints are traced in complaint module of automated information system.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for all other staff is 18.
-Compliance with ADA in staff hiring involves: training; a review form for licensing; a self-evaluation form for providers; and posters, etc.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance, criminal records background check, TB skin test; chest x-ray is required if TB test is positive; no recent change in TB screening policy; fingerprinting is now required for licensee, staff, and volunteers who have not lived in WA for 3 years.
-Not required - medical examination, AIDS test, Hib and measles immunizations, and drug and alcohol tests.
-Conditional hiring is allowed; must submit request for background check within 7 working days of hiring.
-3 written references required.
-No special policies regarding the use of temporary substitutes.

Staff Training
-Preservice education and/or experience required for center directors or program supervisors; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-Annual in-service training required for center staff, but staff and volunteers must be oriented to regulations, policies and procedures.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid is a separate preservice and/or in-service training requirement.

Child Documentation Policy
-Enrollment forms on file in center for each child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized; administrative code requires a certificate of immunization status be on file for each child in care; includes Hib immunization; immunization forms allow for parents to choose not to immunize their child.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in child care centers.

Swimming Pool Policy
-Requirements for swimming pools include a certified lifeguard must be present.
-Child/staff ratio not affected.
-No staff requirement for Red Cross lifesaving training.
-Pool must be fenced.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Specific sections within requirements exist for centers which service infants.
-Centers caring for infants are required to obtain consultation from a nurse.
-No centers provide care to "infants only."

Overnight Care Programs
-For the center offering child care during the evening and nighttime hours, the licensee shall adapt the program, equipment, and staffing pattern to meet the physical and emotional needs of the child away from home at night.
-The licensee shall maintain the same staff-to-child ratio in effect during daytime care. At all times, including sleeping hours, staff shall keep the child within continuous visual or auditory range.
-The licensee shall arrange child grouping so the sleeping child remains asleep during the arrival or departure of another child.
-Number of centers providing overnight care unknown.

School Age Care Programs
-School age child care requirements exist.

Sick Child Care Programs
-Separate care requirements.

Subsidized Child Care Programs
-Is available; contact Monika Ellis, Office of Child Care Policy, P.O. Box 45710, Olympia, WA 98504-5710; (360) 902-8040.

Programs for Children With Disabilities
-Non-discrimination is required.
-Compliance with ADA in providing services to children is the responsibility of the EEOC.

National Life Safety Fire Code
-Has not been adopted; WA uses the Uniform Building Code.

Child Abuse and Neglect
-An abuse hotline exists.

Local Contact
-State Office
Office of Child Care Policy, 14th & Jefferson, P.O. Box 45700, Olympia, WA 98504-5700 (360) 902-8038 FAX (360) 902-7903

-Region 1
Spokane OCCP, B32-21, N1425 Washington, TAF C-38, Spokane, WA 99220-4038 (509) 456-3925 FAX (509) 456-6110

-Region 2
Yakima/Toppenish OCCP, B39-10, 1002 N. 16th Avenue, Yakima, WA 98909
(509) 454-7680 FAX (509) 454-4126

-Region 3
Everett/Smokey Point OCCP, N31-9, 840 N. Broadway, Bldg. A, #540, Everett, WA 98201, (206) 339-4771 FAX (206) 339-3968

-Region 4
Seattle CSU OCCP, N56-1, 2809 26th Avenue South, Seattle, WA 98144
(206) 721-4570 FAX (206) 721-4214

-Region 4B
King South OCCP, N43-4, 1313 West Meeker, Suite 102, Kent, WA 98035
(206) 872-4033 FAX (206) 872-6303

-Region 5
Tacoma OCCP, N27-2, 1949 S. State Street, Tacoma, WA 98405
(206) 597-4271 FAX (206) 597-3640

-Region 6
Olympia OCCP, P.O. Box 45716, 5000 Capitol Blvd., Room 206, Olympia, WA 98504-5716 (360) 664-3843, FAX (360) 664-0744

New or Pending Legislation

-Fines of $250 per day per violation may be assess for chronic non-compliance; may issue probationary licenses for six month in agreement with licensee for chronic violation that may effect health and safety of children if not corrected (not used if health and safety violation would require immediate suspension).
-No changes in child care center regulations are expected as a result of welfare reform.

WEST VIRGINIA (WV)

Information
Supplied by: Lucy Eates, Quality Assurance Director
Department of Health & Human Resources
Capitol Complex, Bldg. 6, Room 850-B
Charleston, WV 25305
PHONE: (304) 558-2400
FAX: (304) 558-8800

Number and Definition of Regulated Programs
-300 licensed centers (approximate).
-Nursery, preschools and prekindergartens not included, unless operated more than 4 hours a day.
-Religiously affiliated centers are not included.

Requirements
-License is required; preapproval inspection is required.
-License is renewed every two years; no fee required.
-Building code inspection required with initial license; fire safety, nutrition and health inspections required initially and annually.
-Provisional licenses or approval allowed; not to exceed six months and may be reinstated not more than two times.
-General liability insurance is required; professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft. (25 sq. ft. for crawling infants); outdoor - 75 sq. ft.
-Staff/child ratios are: 0-2 years - 1:4; 2-3 years - 1:8; 3-4 years - 1:10; 4-5 years - 1:12; 5-6 years - 1:15; school age - 1:16.
-Naptime staff/child ratios: one adult for each room of sleeping children as long as all other staff needed to meet ratios remain at the facility in order to respond to emergencies.
-Group size delineations: None.
-One person on premises at all times when children are present who is certified in first aid.

Unannounced Inspection Policy
-Statute allows for anytime.
-Planning to implement at least one annually.

Complaint Procedure
-Statute provides for immediate closure of a day care center.
-Warning required on any violation which does not endanger the health, safety or well-being of the children.
-A license may be revoked or modified to provisional status until determination of compliance.

-Complaint process does not require notification to director of center before complaint is investigated. A written report of the results is given to the director.
-Resource and referral agencies are notified of a center closing; local DHHR office also notified.

Staff Qualifications
-No state recommended salary schedules for center staff.
-Minimum age for staff as follows: director - 21 years; teacher and full time teacher aide - 18 years; part time teacher aides - 16 years.
-Compliance with ADA regulations is expected.

Staff Prescreening
-Criminal background check of staff is required, TB skin test or chest X-ray, and medical examination required prior to employment and every two years; no recent change in TB screening policy; no information on Hib immunization.
-Not required - testing for AIDS, alcohol or drugs.
-Conditional hiring not allowed prior to prescreening.
-Two written references required; personal and employment.

Staff Training
-Preservice education and/or experience is required for staff as follows: center directors - high school diploma or GED, 9 college credits in early childhood education field or CDA, and one year work experience with young children; teachers - high school diploma or GED; teacher aides - full time, no requirements; (part time) can only work under the supervision of a full time teacher and with work permit.
-In-service training required annually; kind and amount not specified.
-Special pre- and in-service training required for infant care.
-No special training required for care of children with disabilities, sick child or drop-in care.
-CPR is required; also 8 hours of first aid training required for all adult staff.

Child Documentation Policy
-Child documentation required includes: name, address, birth date, parent(s) or guardian(s) name, address, business address, phone numbers; name, addresses and phone numbers of emergency contact person; name address and phone numbers of authorized "pick up" persons; health and developmental information; name, address, and phone number of child's doctor; signed emergency medical form; attendance and fee charged.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be current with appropriate childhood immunizations.
-No information provided regarding Hib immunization requirement.

Discipline Policy
-State requires that punishment cannot be humiliating, shaming, frightening, otherwise physically or emotionally damaging to children.
-No physical punishment is permitted.

Emergency Medical Consent Policy
-Signed consent for emergency medical treatment must be on file; notary not required.

Environmental Policy
-No information provided about testing of facilities for lead, asbestos or radon.

Smoking Policy
-Smoking is not prohibited by regulation.

Swimming Pool Policy
-Pool must be covered when not in use; children must be supervised at all times; pool must be have a fence around it and have a locked gate.

Transportation Policy
-Regulations require driver between 18-65 years; hold valid driver's license to transport children as required by Dept. of Motor Vehicles; vehicle has age appropriate child restraints and seat belts.
-First aid kit must be in vehicle; proof of vehicle insurance in amount of $100,000 liability.

Infant Care Programs
-Separate regulations which include: written references of staff indicating previous successful experiences with young children; one week of pre-service training prior to center licensing and in-service training 3 times a year; other specific requirements around health, safety, nutrition, and meeting developmental needs.
-No information provided on the number "infant only" centers.

Overnight Care Programs
-Must have awake staff in the same room; must have cots and beds with night clothes/bedding; care must not exceed 24 hours; bathing facilities must be provided; also sufficient pre-bedtime and morning staff required.
-Facility offering night care shall provide a program modification for the special needs of children overnight.
-No information provided on the number of centers providing overnight care.

School Age Programs
-No separate regulations; programs servicing school age shall provide a program that is designed to compliment and supplement the child's experiences at home and school.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care
-Is available; contact Dept. of Human Services, Charleston, West Virginia; (503) 558-2400.

Programs for Children with Disabilities
-Some separate regulations; guidelines established by state Department of Health for centers servicing children who are mentally retarded; mainstreaming is encouraged.
-Individualized service planning and delivery.

National Life Safety Fire Code
-No information available.

Child Abuse and Neglect
-Contact local Department of Health and Human Resources.

Local Contact
-Not available.

New or Pending Legislation
-None.
-Could be changes in regulations as a result of welfare reform; Governor's Cabinet on Children, Youth and Families is currently reviewing standards of excellence.

WISCONSIN (WI)

Information
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Dept. of Health and Social Services
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Number and Definition of Regulated Programs
-2,229 licensed centers.
-Nursery schools and religious affiliated centers are included in this number.
-Day care programs run by schools (public or private) are exempt from licensing; but day care programs run by public schools must meet licensing codes by law.

Requirements
-License required; mandatory licensing for 4 or more children under 7 years old; preapproval inspection required.
-License is renewed every 2 years; license fee $25 + $7 per licensed slot.
-Initial fire safety and building code inspection required.
-General liability insurance and vehicle insurance required; professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; 2 to 2 1/2 year olds - 1:6; 2 1/2 to 3 year olds - 1:8; 3 to 4 year olds - 1:10; 4 to 5 year olds - 1:17; 6 years and over - 1:18.
-Naptime staff/child ratios: adults other than required trained child care workers may be used to meet part of the staff to child ratio during naptime (i.e. cooks, secretaries, drivers).
-Group size delineations: birth - 2 years (maximum group size - 8); 2-2 1/2 years (maximum group size - 12); 2 1/2-3 years (maximum group size - 16); 3-4 years (maximum group size - 20); 4-5 years (maximum group size - 32); and 6 years and over (maximum group size - 32).

Unannounced Inspection Policy
-One annual unannounced monitoring visit for half day and school age programs; a minimum of one or two inspections per year to full day care, more often if a history of violations exists.

Complaint Procedure
-When there is imminent danger, immediate center emergency closing is required.
-Center has 30 days to come into compliance.
-Resource and referral agencies are notified by regional offices when centers are closed.

-Complaints registered against a center are investigated; findings are issued.
-Department can issue orders and assess fiscal penalties if orders not followed.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for administrator and program director is 21; minimum age for other staff is 18.
-Temporary substitutes must be similarly qualified after five days.

Staff Prescreening
-TB skin test and medical examination required; no recent change in TB screening policy; also criminal records background check is required; staff must fill out a notarized statement on criminal convictions and pending charges; implementation of FBI checks in process and are based on already promulgated statutes.
-Child abuse clearance through county of residence only.
-Not required - fingerprinting, chest x-ray, AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening is allowed; 30 days for physical exam and negative TB skin test.
-No written references required for group day care centers.
-Temporary substitutes must be similarly qualified after 5 days.

Staff Training
-Preservice education, 80 hours or 6 credits for teachers, 40 hours or 3 credits for assistant teachers and administrators, 80 or 160 hours or 12 credits for center directors. Orientation and experience required for administrators, center directors, teachers; orientation required for assistant teachers.
-Orientation and in-service training required for food service personnel.
-First aid training is required as part of orientation requirement for new staff; CPR is not required but is recommended as part of continuing education requirement.
-25 hours in continuing education required annually for directors, administrators, child care teachers, and teacher aides.
-Special training required for infant care and school age; no special training required for care of children with disabilities, sick child care, or drop-in care.

Child Documentation Policy
-The licensee must maintain an up-to-date written record on each child enrolled and make it available to the licensing staff.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care facility.

Child Immunization Policy
-Enrolled children are required to be immunized; Hib immunization not included.

Discipline Policy
-Punishment which is humiliating or frightening to a child is prohibited; including corporal punishment and verbal abuse.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Water in facilities are tested for the presence of lead as a condition of licensure; testing not required for asbestos or radon; results are maintained on file.
-There is no state financial assistance for the inspection and remediation of child care facilities for lead, asbestos or radon.

Smoking Policy
-Smoking is prohibited in a child care center and in a center vehicle when children are present.

Swimming Pool Policy
-Guidelines include water quality, construction, equipment, and maintenance of pools; fence required; designated ability areas for non-swimmers, intermediates.
-Child/staff ratio is 1:25 Red Cross qualified in addition to the normal staff/child ratios of staff who can swim.
-Waterfront director needs Red Cross WSI; lifeguards need Red Cross lifesaving certificate.

Transportation Policy
-Separate regulations concerning the transportation of children.

Infant Care Programs
-Additional regulations for centers which serve infants exist.
-There are centers which provide care to "infants only," defined as under 2 years of age.

Overnight Care Programs
-Special regulations for overnight care exist.

School Age Care Programs
-Additional regulations for before and after school programs exist.

Sick Child Care Programs
-Sick child care regulations concerning isolation of children and parental consent and review of policies by medical doctor.

Subsidized Child Care Programs
-Available through county departments of social services or human services; or State DHHS, Kay Hendon: (608) 266-8200.

Programs for Children with Disabilities
-No separate regulations.
-ADA related rules are enforce; other violations of ADA are referred to the appropriate agency.

National Life Safety Fire Code
-Has adopted; Commerce Department (building inspectors) uses it as guideline for developing day care building codes.

Child Abuse and Neglect
-Contact county Departments of Social or Human Services, or local sheriff or police department.

Local Contact

-Northeastern Regional Office
200 N Jefferson, Suite 411
Green Bay, WI 54301-5191
(414) 448-5312

-Northern Regional Office
1853 N Stevens Street
P.O. Box 697
Rhinelander, WI 54501
(715) 365-2500

-Southeastern Regional Office
141 N.W. Barstow St., Room 209
Waukesha, WI 53188-3789
(414) 521-5100

-Southern Regional Office
3601 Memorial Drive
Madison, WI 53704-1105
(608) 243-2400

-Western Regional Office
312 S Barstow Street, Suite 3
Eau Claire, WI 54701-3695
(715) 836-2174

New or Pending Legislation

-Varicella (chicken pox) immunization is to be required by State Division of Health and is included in the list of vaccine preventable diseases.
-Expected changes in child care center regulations as a result of welfare reform: welfare reform legislation included statutory requirement for criminal background checks for all regulated child care.

WYOMING (WY)

Information
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Social Services Consultant
Department of Family Services
Hathaway Building
Cheyenne, WY 82002
PHONE: (307) 777-6595
FAX: (307) 777-3659

Number and Definition of Regulated Programs
-223 licensed centers.
-Number includes nursery schools, prekindergartens, and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no fee.
-Separate inspections required annually by Fire and Health Departments; building code inspection requirement depends on local authority.
-General liability or professional liability not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations
-Space requirements: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: 0-2 years old - 1:5; 2-3 years old - 1:8; 3-4 years old - 1:10; 4-5 years old - 1:15; 5-6 years old - 1:20; over 6 years old - 1:25. When age groups are combined, the staff requirements for the youngest age group present shall apply.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: none at present; revisions in process.

Unannounced Inspection Policy
-Annual renewal visits are unannounced.

Complaint Procedure
-Policies exist that allow immediate closing of a center.
-Length of time center has to come into compliance varies.
-Resource and referral agencies notified when a center is closed.
-A detailed process exists for investigation of complaints registered against centers.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for director and staff is 18; minimum age requirement for aides is 16.

Staff Prescreening
-Staff required to be prescreened by medical examination, and either TB skin test or a chest x-ray; recent change in TB screening policy to biennial testing.
-Not required - fingerprinting, criminal records background check, AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Child abuse register is checked on all directors and voluntarily on perspective staff if director wishes.
-Conditional hiring prior to results of prescreening not allowed.
-3 written references required from non-relatives.
-Substitutes who fill in for day care center staff more than 24 hours per month shall meet the same requirements as the staff member in respect to references, medical statement, TB test, all training and other staff requirements.

Staff Training
-Preservice education and/or experience requirements for center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, dietician and kitchen staff.
-8 hours of annual in-service training required for center staff.
-Special training required for infant care; special training not required for care of children with disabilities, sick child care, or drop in care.
-Within 6 months of employment in day care any person having direct contact with children shall complete first aid and CPR course for infants/children; first aid training must be retaken every 3 years and CPR training for infants/children must be renewed every year.

Child Documentation Policy
-Center must maintain a record on each child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-All enrolled children over 19 months old required to be immunized.
-Minimum of one dose Hib immunization required by 19 months of age.

Discipline Policy
-Discipline procedures can not include any discipline that is in violation of the child abuse and neglect statute. This includes all physical discipline. The commission or allowing the commission of a sexual offense against a child as defined by law is also prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is allowed without restriction.

Swimming Pool Policy
-Swimming pools should not be accessible, preferably fenced; parental written permission; no children under 2 years of age; instructions on safe use of pool; adult supervision required at all times.
-Child/staff ratio unaffected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Special regulations concerning the transportation of children.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers which provide care to "infants only," defined as newborn to two years of age; at the present time, however, there are none.

Overnight Care Programs
-The following rules apply: Children must have full meal by 8 pm, and must receive breakfast in the morning; children sleeping at facility must have separate cots or beds; bedding must be sanitized and sleep area arranged in accordance with health and sanitation rules; children over 6 years and opposite sex shall have separate sleeping areas; awake adult member on duty at all times; staff ratio must be maintained and monitoring of rooms should be every hour; children not allowed to sleep in basement unless there are two exits directly to outside; additional fire and health regulations must be in compliance.
-Number of centers providing overnight care unknown.

School Age Care Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Sue Brown, Department of Family Services, Hathaway Building, Cheyenne, WY 82002: (307) 777-6848.

Programs for Children with Disabilities
-Compliance with ADA in providing services to children involves training made available to provider organizations.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact any of the 23 local offices or any law enforcement agency.

Local Contact
-Region 1
16 W 8th Street, P.O Box 785, Sheridan, WY 82801
(307) 672-2404 FAX (307) (307) 672-8948

Converse Co. Office Complex, 530 Oak, Douglas, WY 82633
(307) 358-3138 FAX (307) 358-4238

-Region 2
1301 Rumsey, Cody, WY 82414
(307) 587-6246 FAX (307) 527-7183

1120 North 6th East
Riverton, WY 82501
(307) 856-6521 FAX (307) 856-7937

-Region 3
475 South Spruce, Casper, WY 82601
(307) 473-3964

1710 Capitol Avenue, Cheyenne, WY 82002
(307) 777-5175 FAX (307) 777-5190

-Region 4
1682 Sunset Drive, Rock Springs, WY 82901
(307) 382-5916 FAX (307) 382-5917

710 Garfield, Laramie Plains Civic Center, Suite 220, Laramie, WY 82070
(307) 745-7324 X238 FAX (307) 742-8848

New or Pending Legislation

-Rule revision in process; however, no changes in center regulations are expected as a result of welfare reform.

REGULATORY OFFICES OF STATE OR TERRITORY

Alabama

Frances Arnold, Asst. Director
Family and Children's Services
DHS, ODCCD
50 Ripley Street
Montgomery, AL 36130
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Alaska

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Division of Family & Youth Services
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Juneau, AK 99811-0630
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Arizona

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Arkansas

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California

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Community Care Licensing Div.
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Colorado

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DHS - Division of Child Care
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District of Columbia

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DCRA, SFRA, SSFD
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Washington, DC 20001
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Florida

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Georgia

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Illinois

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DCFS - Office of Licensing
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Indiana

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402 West Washington Street
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Iowa

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Kansas

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New Mexico

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New York

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North Carolina

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North Dakota

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Ohio

M. Pauline Hosenfeld, Chief
Child Day Care Licensing Sec.
Department of Human Services
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Oklahoma

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DHS, Office of Child Care
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THE CHILDREN'S FOUNDATION

The Children's Foundation is nationally recognized for its contributions to child care, child health, child nutrition, and child support enforcement. Since its founding in 1969, CF has strived to improve the lives of children and those who care for them. Our mission is to provide a voice for children and their families on issues of critical concern at the national and local levels.

* We provide resources and training for family child care providers, center-based personnel, au pairs, nannies and parents.

* We publish the CF Child Care Bulletin six times a year and The Family Child Care Licensing Study, an annual state-by-state breakdown of state regulations and requirements.

* We publish fact sheets on health, nutrition, child care and family issues for caregivers and parents in English and Spanish.

* We provide information on the USDA Child and Adult Care Food Program and assist in the development of food program sponsors.

* We publish the Child Support Bulletin, a quarterly newsletter, and provide information through fact sheets on a variety of child support topics for custodial parents.

* We have learned many times over the importance of coalitions, collaboration, cooperation, and coordination among organizations at the local, state, regional and national levels.

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